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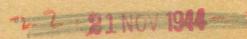
DEPARTMENT

SERVICE RECORD

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WAR DEPARTMENT . 18 OCTOBER 1944



WAR DEPARTMENT TECNICHAL MANUAL

T M 12-230

This manual supersedes paragraphs 210 to 247 inclusive, TM 12-250, Administration, 10 October 1942; paragraph 12, Appendix TM 12-252, The Army Clerk, 1 April 1943; and paragraph 8, Appendix, TM 12-255, Administrative Procedures, 1 November 1942.

SERVICE RECORD



WAR DEPARTMENT . 18 OCTOBER 1944

WAR DEPARTMENT, WASHINGTON 25, D. C., 18 October 1944.

1. TM 12-230, Service Record, is published for the information and guidance of all concerned. It is an adjunct to AR 345-125.

2. This manual is the only document now governing entries to be made in the Service Record. Items of information or attachments not mentioned in this manual will not be made a part of the service record without prior approval of the War Department.

[A.G. 300.7 (29 Aug 44).1

By order of the Secretary of War:

G. C. MARSHALL, Chief of Staff.

OFFICIAL:

J. A. ULIO, Major General, The Adjutant General.

DISTRIBUTION:

As prescribed in paragraph 9a, FM 21-6; B (2); R (10); Bn & L (1). For explanation of symbols, see FM 21-6.

FOREWORD

The purpose of this manual is to describe, step by step, the entries that must be made in the Service Record (W.D., A.G.O. Form No. 24), and to show how these entries should be made. No attempt is made to show the history of any one individual. As a result, the sample entries contained herein are inconsistent with each other. This manual is confined to the actual entries in the Service Record and makes no attempt to prescribe the requirements of other regulations, circulars, etc., relating to the preparation of various other forms.

In carrying out this purpose, the manual has been divided into sections. The first section discusses the Service Record in general, and points out how important it is as an official Army document. The succeeding sections take up the various pages of the Service Record and show what is to be entered, by whom, how,

and disposition of the Service Record with allied documents.

Since the Army is composed of men and women, the provisions of the manual

are applicable to all enlisted personnel regardless of sex.

Changes will be supplied on a page basis. As changed pages are received they

will be inserted in their proper place.

Each page bears a date in its upper inside corner. This date is the date of publication. Pages which represent changes will carry the date and number of the change.

Paragraphs are numbered consecutively throughout the entire manual. If new main paragraphs are added, each will carry a decimal suffix. For example, a paragraph numbered 25.1 represents the first addition to the main paragraph 25.

Pages are numbered consecutively. If new pages are added within the manual, the added page will carry an alphabetical suffix—"A", "B", "C", etc. For example, if a new page is added between 50 and 51, the page will be numbered 50A. A second additional page in the same place would be numbered 50B.

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SECTION I

GENERAL

- I. WHAT THE SERVICE RECORD IS. The Service Record (WD, AGO Form No. 24) is the compiled military record of the individual enlisted man. It is initiated at entrance into the service for each enlisted man, whether by enlistment, reenlistment, draft, or induction, and for each retired enlisted man and enlisted reservist called to active duty, and contains a complete record for the period of his service from the date of enlistment, reenlistment, draft, induction, or call to active duty to the date of discharge, relief from active duty, or death. It follows him until he is separated from the service, whereupon it is forwarded to and becomes a permanent record of the War Department.
- 2. ITS USES AND IMPORTANCE. Upon the information contained in the Service Record many claims against the Government and the enlisted man are adjudicated, and reference is made to this record to decide innumerable questions. Hence, as time passes, this record becomes more valuable to the Government, the enlisted man, his family, and his descendants. Similar records of enlisted men who served in the Revolutionary War and subsequent wars are referred to constantly.
- 3. WHAT IT LOOKS LIKE. The record is a 31/2-by 81/2-inch booklet. The cover of the booklet is actually a part of the record since on it are entered the dates covered by the record and certain important information officially identifying the soldier. The succeeding pages provide space in which can be recorded certain specific information. When necessary, additional pages may be pasted or otherwise securely attached to the record, but its format will remain the same.
- 4. RESPONSIBILITY. a. At the beginning. The officer who completes the enlistment or induction record is responsible for filling in the cover and pages 1, 2, and 3 of the Service Record, as far as that is possible. The procedure may differ depending on individual circumstances, but in most cases the processes described in (1) and (2) below will apply:

(1) In the case of a man inducted into the Army of the United States under the provisions of the Selective Training and Service Act of 1940, the commanding officer of the induction station or re-

ception center will open the Service Record from information appearing on records accompanying the man from his local Selective Service Board, such as DSS Form No. 221.

(2) In the case of a man who has enlisted voluntarily, the commanding officer of the recruiting station, induction station, or reception center will open the record from data appearing on the enlistment record.

b. General prisoners dishonorably discharged and honorably restored to duty. (1) When a general prisoner who has been dishonorably discharged is honorably restored to duty, a new Service Record will be prepared at the disciplinary barracks, post, camp, or station at which the prisoner is restored, the necessary data for its preparation to be transcribed from the Service Record of his preceding service which will be obtained from The Adjutant General. Under "Remarks-Administrative" a notation will be placed on both the old and the new Service Record setting forth the fact and actual date of honorable restoration to duty with the authority therefor and on the old Service Record there will also be placed a notation "New Service Record prepared." The entry on the old Service Record showing the fact of dishonorable discharge will not be canceled. The words "Honorably restored to duty" will be placed on the cover page of the new Service Record above the name and Army serial number. After the new Service Record is prepared, it will be transmitted to the personnel officer of the command to which the enlisted man has been assigned or is attached and the old Service Record will be returned to The Adjutant General.

(2) Actual date of restoration to duty. The actual date of restoration to duty is the date on which the communication or order directing his honorable restoration to duty is received at the place at which the prisoner is confined.

c. Keeping it current. The personnel officer of the unit to which the soldier is assigned, or the officer who has custody of the record, is responsible for and charged with the proper posting of items, the transfer, and the closing of the Service Record. It is the duty of the personnel officer to secure from the company or detachment commander any information needed for the record that is not obtainable from the Morning Report, Daily Sick Report, Court-Martial Record, or other documents.

5

5. MAKING THE ENTRIES. a. Accuracy. Accuracy is of the utmost importance in making entries in the Service Record. Errors in names, dates, or in any facts or figures may have far-reaching effects. Once a Service Record is closed and filed it cannot be altered in any way except upon approval of the Secretary of War when based upon indisputable proof of erroneous entry and the correct entry to be recorded.

b. Ink. All entries will be made in black or blue-black ink except where red ink or pencil entries are authorized. Typewriter may be used.

c. Initials. Any entry requiring initials will be initialed in ink by personnel officer or custodial officer at the time the entry is made. The first time that an officer authenticates an entry by initials, he will record his initials, full name, grade, and organ-

ization on page 24 of the Service Record.

- d. Insufficient space. When the space under a printed heading is not sufficient to include all the data that is needed, WD, AGO Forms Nos. 24-2 to 24-7 will be pasted or otherwise securely attached to the top of the corresponding page in the record, and a notation of the additional page will be made in the margin of the original page. Caution will be taken to avoid pasting an insert sheet over any data on a page to which attached. Where these forms are not available, additional space may be provided by securely attaching an improvised page or portion thereof. If it is not practicable to use inserts, the notation "See Remarks-Administrative" or "See Remarks-Financial," as the case may be, will be entered in the margin of the Service Record opposite the appropriate section and data entered on the proper subject page under "Remarks."
- e. Negative entries. If there is no information available relating to the printed heading, spaces will be left blank. Entries such as "None" or "Nothing" will not be used except as required for street and house number and for entries shown in the indorsement as "Due United States" and "Due soldier."
- f. Dates. Dates will be written as follows: 22 July 1944. The day will always be expressed by numerals, the month either will be spelled out or abbreviated. Abbreviations will consist of the first three letters of the word (Apr, Aug, Jan). The year will be expressed either by four digits (1944) or by the last two digits (44). Dates previously entered will not be altered to conform with these instructions.
- g. Errors and corrections. If an erroneous entry is made, it will not be erased nor will ink eradicator

be used. A thin line will be drawn through the erroneous entry, and immediately above it will be written the correct entry, dated and initialed by the officer making it.

h. Abbreviations. Only those abbreviations au-

thorized by AR 850-150 will be used.

6. RECEIPT AND CHECKING OF THE RECORD.

a. Receipt of Service Record. Upon receipt of a Service Record at a personnel section, the personnel officer will send such record or extracts thereof to the company or detachment commander to which the man has been assigned. If the Service Record is sent to the company or detachment commander, such information as he may deem proper will be extracted and the record promptly returned to the personnel officer. If initial assignment has not been made previously, the heading "Original assignment, etc.," on page 5 of the Service Record will be filled in by the personnel officer.

b. Checking the Record upon Receipt. A Service Record coming into the custody of an officer for the first time will be checked carefully by him to make sure that the proper entries are made. If any omissions or erroneous entries are found, imme-

diate steps will be taken to correct them.

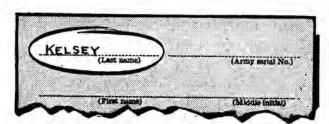
- 7. TEMPORARY SERVICE RECORD. When the Service Record has not been received by an enlisted man's new organization within a reasonable length of time, a temporary Service Record will be prepared from all available data and from affidavits sworn to by the enlisted man. (See sec. XXXIV.)
- 8. LOST RECORDS. If a Service Record is lost, immediate effort will be made to trace it. If not found within a reasonable time, a report setting forth the circumstances attending the loss will be made to The Adjutant General, who will start a new Service Record and transmit it to the commanding officer of the station at which the enlisted man was enlisted or to which he was sent upon induction into the service. The new Service Record will then be forwarded in turn to the commanding officer of the commands with which the enlisted man has served during his current enlistment, each commanding officer repeating the indorsement required by paragraph 67 and making the appropriate entries in the body of the record.
- 9. DISPOSITION OF RECORD WHEN CLOSED. When a Service Record is closed, it will be forwarded to The Adjutant General and become a permanent record of the War Department.

SECTION II

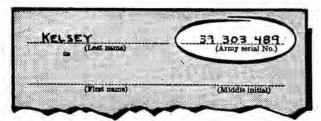
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☐ Selective Se	ervice and Training.
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☐ Enlisted Reserve	Corps—Active duty.
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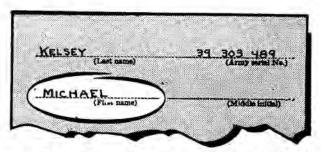
10. GENERAL. The front cover of the Service Record provides spaces which, when properly filled in, give the complete military identification of the soldier. Entries in the spaces are made by the enlisting or inducting officer.



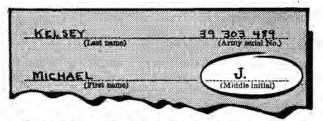
11. DETAILS OF ENTRIES. a. Last name. Enter the soldier's last name. The name that appears on the cover of the record will be presumed to be the correct, official, legal name of the individual concerned and will be recorded exactly as shown on Induction or Enlistment Record.



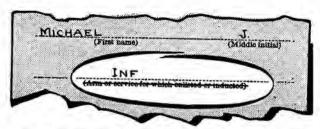
b. Army Serial No. Enter the soldier's Army serial number. The serial number will be recorded exactly as shown on induction or enlistment record. This number is assigned to the man when he enlists or is inducted, and it is the most important element in his military identification. The Army serial number is the only means of absolute identification, since many soldiers have identical names. Extreme care must be taken to see to it that the correct serial number is filled in, since on many occasions the number will be copied from the record when it is needed for other military documents.



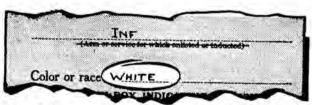
c. First name. Enter the first name of the soldier. Here again the first name will be recorded exactly as shown on the induction or enlistment record. The abbreviation IO (initial only) or any similar notation will not be used. This does not apply to Service Records already in existence.



d. Middle initial. Enter the man's middle initial, if any. If there is no middle initial the space will be left blank. The abbreviation NMI (no middle initial) or any similar notation will not be used. This does not apply to Service Records already in existence. When "Jr.," or "II," or other similar designation is used, it will appear after the middle initial. In the absence of a middle initial and "Jr." or "II" is applicable, the "Jr." or "II" will be entered in this space.

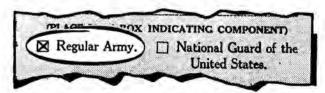


e. Arm or service for which enlisted or inducted. Since all men now inducted into the Army of the United States are inducted without regard to arm or service, no entry will be made to show arm or service except when individuals are sent to oversea depots as replacements, in which event the arm or service in which it is intended that the individual will serve after arrival overseas will be shown. The entry as to the arm or service will be made at replacement training centers or specialist schools of the arm or service from which individuals are sent as replacements to oversea depots. When the entry is made the caption "(Arm or service for which enlisted or inducted)" will be lined out. In the case of men voluntarily enlisted or reenlisted in the Regular Army or the Army of the United States for a specific arm or service, this entry will be made at time of enlistment. Entries for men enlisted unassigned will be the same as for inducted men. No changes need be made in Service Records now in current use to conform to the provisions of this paragraph except for oversea replacements.

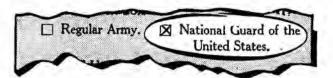


f. Color or race. Enter the soldier's color or race. Data to be entered in this space will be secured from the enlistment or induction record.

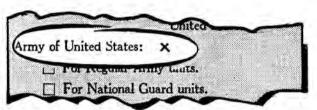
g. Component. Place an "X" in the appropriate box to show the component of the Army for which the soldier was enlisted or inducted.



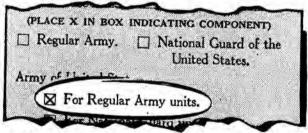
(1) Regular Army. If the enlisted man was a member of the Regular Army prior to 7 Dec 41, and is still a member of the Regular Army, an "X" should appear in this box.



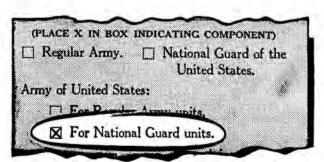
(2) National Guard of the United States. For all men who were members of the National Guard of the United States and who were called into Federal service, an "X" should appear in this box.



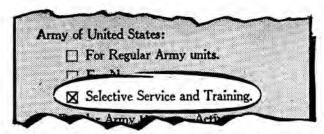
(3) Army of the United States. Enlistments being made for Army of the United States will be indicated by an "X" after "Army of the United States." No changes need be made in Service Records now in current use.



(a) For Regular Army units. For men who were enlisted in the Army of the United States for Regular Army units, an "X" should appear in this box.



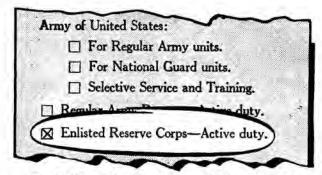
(b) For National Guard units. For men who were enlisted in the Army of the United States for National Guard units, an "X" should appear in this box.



(c) Selective Service and Training. Practically all personnel now entering the Service are inducted through the Selective Service system. They fall into the category of Army of the United States—Selective Service and Training. All such personnel will be designated by an "X" placed in this box.

Arı	ny of United States:
	☐ For Regular Army units.
	For National Guard units.
	Selective Service and Training.
Ø	Regular Army Reserve—Active duty.

(4) Regular Army Reserve—Active duty. Members of the Regular Army Reserve now on active duty will be designated by an "X" in this box.



(5) Enlisted Reserve Corps—Active duty. Members of the Enlisted Reserve Corps who have been called to active duty will be designated by an "X" in this box.

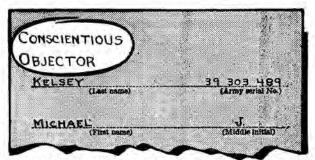


h. Period of service. (1) Following the word

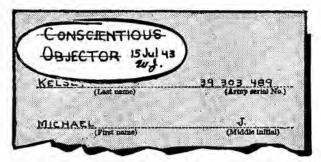
"From...." enter the date the soldier entered the Service, whether by voluntary enlistment, reenlistment, induction, or other means.



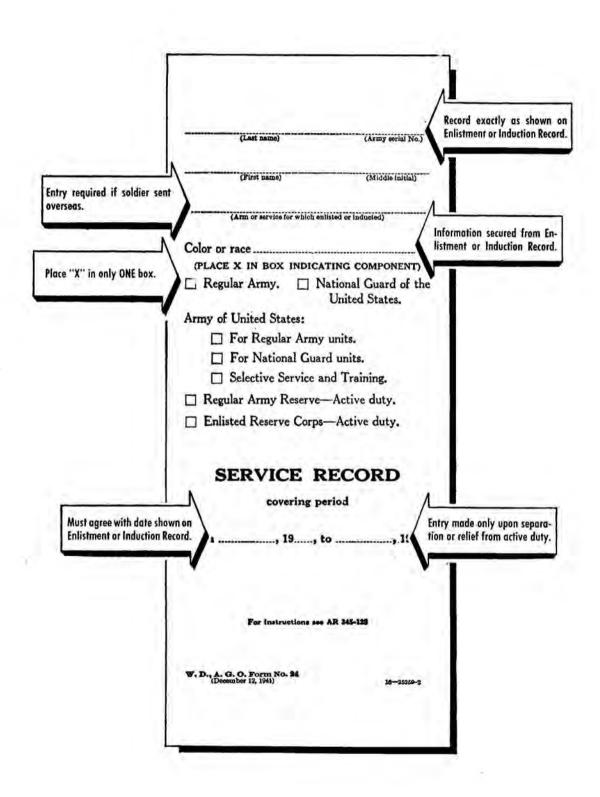
(2) On the last half of the line following the word "to...," enter the date the soldier is separated from the Service or relieved from active duty.



12. CONSCIENTIOUS OBJECTOR. a. Status established. For Selective Service trainees whose status as conscientious objectors has been established, the notation "Conscientious Objector" will be stamped or printed in red ink at the top of this page, upper left-hand corner, above the man's last name.



b. Change of status. Should a man so classified apply in writing to his unit commander for assignment to a combat unit and his request be granted, this entry will be lined out, as shown, dated and initialed by the officer making the correction.



SECTION III

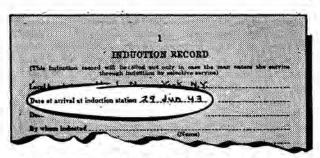
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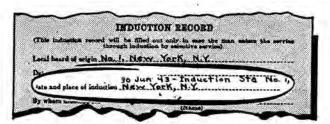
13. GENERAL. The Induction Record appears at the top of page I of the Service Record. It will be filled in only for men entering the service through the operation of the Selective Training and Service Act of 1940. The Induction Record will be filled in by the officer who opens the Service Record.

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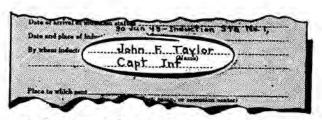
14. DETAILS OF ENTRIES. a. Local board of origin. Enter the number and location (city and state) of the local selective service board where the individual reported for delivery to the place of induction. This is the place to which the enlisted man is authorized travel pay upon his discharge as provided for in AR 35–2560.



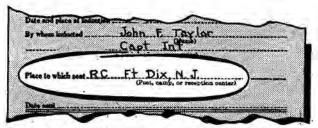
b. Date of arrival at induction station. Enter the date on which the individual arrives at the place where the induction ceremony actually is held, regardless of whether it is an induction station or a reception center.



c. Date and place of induction. Enter the date and place that the induction ceremony actually is held. Usually the date on this line will be the same as that on the line immediately above.



d. By whom inducted. Enter the name, grade, and arm or service of the officer who actually inducts the man into the Service.



e. Place to which sent. Where Induction Record is filled in at the reception center, the information

entered in this space will be the same as that entered in the space headed "Date and Place of Induction." Where a man is inducted at an induction station, the information entered on this line will be the name of the post, camp, or reception center to which the man is sent.



f. Date sent. Enter date the man was sent to the place shown on line "Place to which sent."

SECTION IV

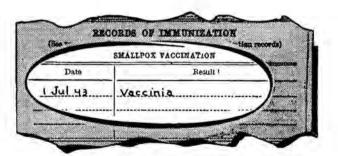
RECORDS OF IMMUNIZATION (Reference: AR 40–210)

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15. GENERAL. All military personnel on active duty with the Army receive immunization against

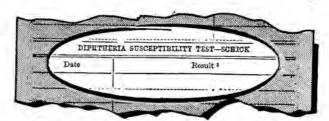
certain communicable diseases. The routine initial immunizations are given soon after entry on active duty and additional vaccines and inoculations are given periodically thereafter. The dates on which these vaccines and inoculations take place and the results thereof, where applicable, are recorded in the Records of Immunization Section on page 1 of the Service Record. When an enlisted man is inoculated, the surgeon under whose supervision the inoculation is given records the date and the result on Medical Department Form No. 81 (Immunization Register). This form is made out in duplicate. The original is sent to the enlisted man's company or detachment commander who forwards it to the personnel officer; the duplicate is retained by the surgeon. The personnel officer is responsible for custody of this copy, for recording the immunization data in the enlisted man's Service Record as soon as the information becomes available, for notification of the company commander when additional immunizations become due, and for returning the copy of the Immunization Register to the medical officer at the time the next required inoculations are performed. It is the responsibility of the company commander to see that the enlisted man receives the required inoculations. The date of completion of the initial series of injections of each required immunizing agent will be entered in the Service Record except when an enlisted man is transferred before the series is completed. In such case, the dates of each partial immunization will be recorded. When WD, AGO Form No. 8-117 is prepared and filed with the enlisted man's Service Record, no entries are required in this section.



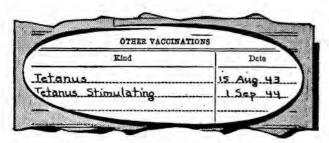
16. DETAILS OF ENTRIES WHEN WD, MD FORM NO. 81 IS USED. a. Smallpox vaccination. Enter date and result of each vaccination. Smallpox vaccination is normally not performed at an induction station or reception center unless it is known that the enlisted man will remain at the station for at least 1 week in order that the type of reaction may be determined.



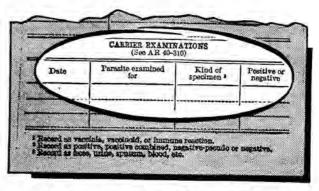
b. Typhoid vaccinations. Enter date of the completion of the initial series of injections and the date of each stimulating dose.



d. Diphtheria susceptibility test—Schick. No entry required.



c. Other vaccinations. (1) Enter date of the completion of the initial series of tetanus immunization and the date of each stimulating dose.



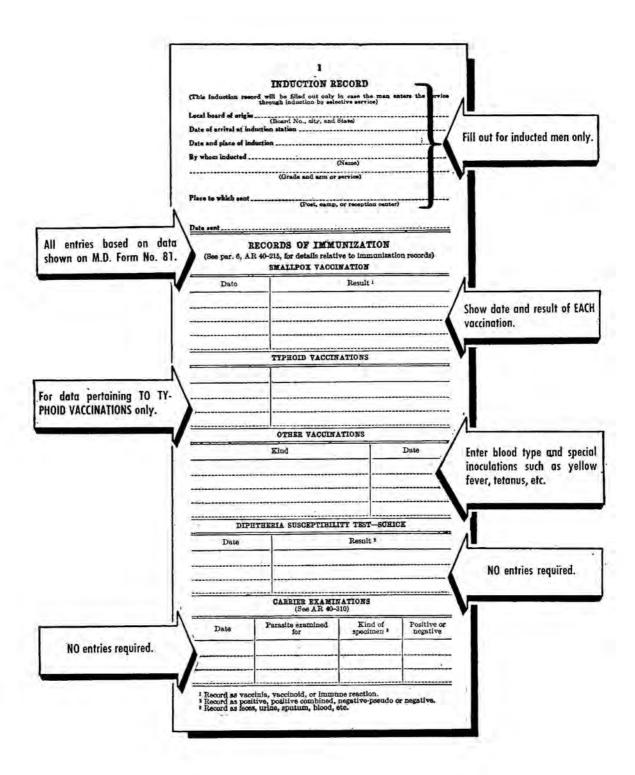
e. Carrier examinations. No entry required.

OTHER VACCIN	ATIONS
Kind	Date-
Blood Type "A"	

(2) In this space also will be entered the enlisted man's blood type, using the symbols "A", "B", "AB", or "O". (See AR 40-1715.)

Kind Date	OTHER VACCINATIONS	
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Typhus 1 Sep.	1.55	2.44

(3) Special inoculations such as yellow fever, typhus, plague, Rocky Mountain spotted fever, influenza, and cholera, will be entered with dates.

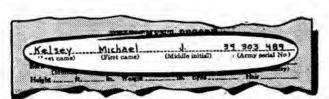


SECTION V

ENLISTMENT RECORD

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- 17. GENERAL. The Enlistment Record appears at the top of page 2 of the Service Record. The officer filling in these spaces will be responsible that the data entered are exactly as shown on the Enlistment or Induction Record.
- 18. DETAILS OF ENTRIES. a. Identification. Spaces are provided for a complete identification of the soldier.



(1) Last name, first name, middle initial, Army serial No. Enter the last name, first name, middle initial, and Army serial number exactly as shown on the cover of Service Record as explained in section II.



(2) Born. Enter the day, month, and year of birth, followed by the city or town and state or country in which it occurred. If the man was born in a foreign country, enter the name of the country as it was known at the time of the man's birth.



(3) Height, weight, eyes, hair. Enter height in feet and inches, weight in pounds, and color of eyes and hair.



(4) Complexion. Enter the complexion of the soldier as shown on the Enlistment or Induction Record.



(5) Size of gas mask and size of shoe. No entries required. (For record of eyeglass, gas mask, M1, See sec. XXIX, which requires entry under REMARKS—ADMINISTRATIVE.)



(6) Married or single. (a) Enter soldier's present marital status using the appropriate symbol: "M" if married; "S" if single; "W" if a widower; "D" if divorced,



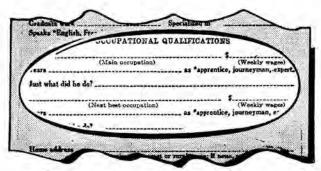
(b) If the soldier has been widowed or divorced but at present time is married, "M" for married will be entered. If the soldier's marital status changes after his entry into the service, the entry will be lined out and the correct entry made. The notation "See Remarks—Administrative" will be entered in margin and on page 15 will be noted name of person to whom married, date, and place of marriage. This information will be taken from the marriage certificate.



(7) Occupation. No entry required. This information is contained on WD, AGO Form No. 20 (Soldier's Qualification Card).



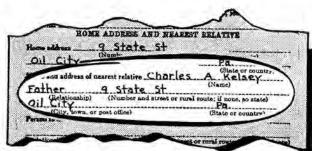
b. Educational qualifications. No entries required in these spaces. This information is contained on WD, AGO Form No. 20 (Soldier's Qualification Card).



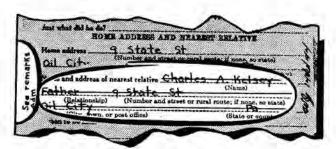
c. Occupational qualifications. No entries required in these spaces. This information is contained on WD, AGO Form No. 20 (Soldier's Qualification Card).



d. Home address and nearest relative. (1) Home address. Enter number and street or rural route, city, town or post office, and State or country. If there is no street or rural address, so state by entering the word "None" in this space. This is an exception to the general rule against making negative entries in the Service Record.



(2) Name and address of nearest relative. (a) Enter name of the nearest relative to the soldier (other than his wife or minor child) such as mother, father, brother, or sister as shown on the Enlistment or Induction Record. Enter the relationship, and follow this by the residence-number and street or rural route, city, town or post office, and State or country. If there is no street or rural address, enter the word "None" in the space provided. If married, name and address of wife will be found under designation of beneficiary, page 2 of Service Record.



(b) Whenever any change occurs and a WD, AGO Form No. 41 is prepared, the incorrect entry in the Service Record will be lined out, initialed, and dated. A notation will then be made in the margin "See Remarks—Administrative," and the corrected entry made on page 15.

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(3) Person to be notified in case of emergency.
(a) Enter the name and the relationship of the person to be notified in case of emergency as shown on the Enlistment or Induction Record. Enter on the next line the number and street or rural route, city, town or post office, and State or country. If there is no street or rural address, enter the word "None" in the space provided.

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(b) Whenever a change of emergency addressee occurs and a WD, AGO Form No. 41 is prepared, the incorrect entry in the Service Record will be lined out, initialed, and dated. A notation will then be made in the margin "See Remarks—Administrative" and the corrected entry made on page 15.

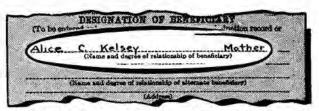
SECTION VI

DESIGNATION OF BENEFICIARY

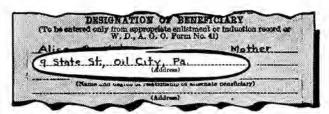
(Reference: AR 600-600)

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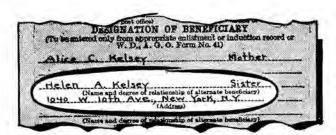
19. GENERAL. The designation of beneficiary part of the Service Record will be filled in by the personnel officer of the induction station or reception center from information contained on the induction or enlistment record. Designation of beneficiary relating to members of the reserve components will be obtained from WD, AGO Form No. 183 (Record at Time of Reporting for Active Duty of Members of Reserve Components). If the soldier has declined to designate a beneficiary the words, "Declined to designate any person as his beneficiary," will be entered. The same rule will apply when the soldier has declined to designate an alternate beneficiary; in which case, the entry "EM does not desire to designate alternate" will be made. When any change occurs affecting the beneficiary and a WD, AGO Form No. 41 is prepared, the original entry made in this part will be lined out, dated, and initialed by the personnel officer, and the notation "See Remarks-Administrative" made in the margin near the entry. The new entry showing name, address, and relationship of the beneficiary together with the date the entry is made, will be entered under "Remarks-Administrative" on page 15.



20. DETAILS OF ENTRIES. a. Name and degree of relationship of beneficiary. Enter the name and relationship of the beneficiary. The full name of the beneficiary and relationship will be shown, that is "Alice C. Kelsey, mother," not "Mrs. Charles A. Kelsey."



b. Address. Enter number and street or rural route, city, town, or post office, and State or country.



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c. Name and degree of relationship of alternate beneficiary. The requirements governing entries in these spaces are the same as in the case of the first beneficiary. If the enlisted man does not desire to designate an alternate beneficiary, an appropriate entry will be made in this space. Example "EM does not desire to designate alternate." Information for these entries will be obtained from enlistment or induction record or WD, AGO Form No. 41.

SECTION VII

CURRENT ENLISTMENT

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21. GENERAL. This part of the Service Record will be filled in by the enlisting or induction officer. Data for this part will be secured from the enlistment or induction record and discharge certificate.

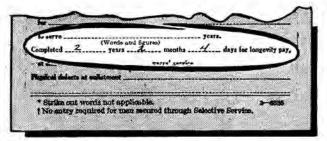
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22. DETAILS OF ENTRIES. a. Soldiers secured through Selective Service. (1) Age at enlistment. No entry required.

- - (4) In grade of. No entry required.
 - (5) By, for, to serve. No entry required.



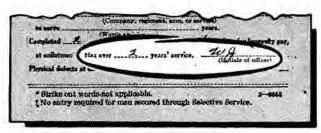
b. Soldiers secured through enlistment. (1) Age at enlistment. No entry required.



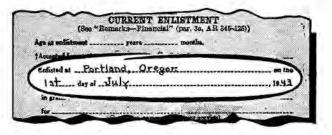
(6) Completed, years, months, days for longevity pay, at enlistment. Enter the number of years, months, and days that the soldier has completed for longevity purposes at the time of induction. Data for filling in these spaces will be obtained from discharge certificates in the soldier's possession. If discharge certificates are not available, see section VIII, for action to be taken. If no prior service, these spaces will be left blank.

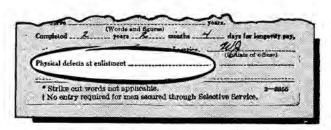


(2) Accepted for service at. Enter the name of the city or town and state at which the soldier was accepted for service.



(7) Has over years' service. Enter the total number of years of service completed by the soldier followed by the initials of the personnel officer. If no prior service, the space will be left blank.





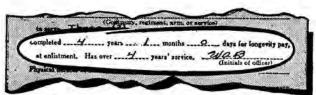
(8) Physical defects at enlistment. No entry required.



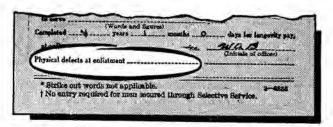
(4) In grade of. Enter the grade the soldier held at enlistment.



(5) By, for, to serve. In these spaces enter the name, rank, and organization of the officer who administered the oath of enlistment as prescribed by Article of War 109 followed by company, regiment, arm or service for which the soldier was enlisted and the number of years he enlisted to serve (during the present emergency all enlistments are for the duration and 6 months).



(6) Completed, years, months, days for longevity pay. Enter the same information as required by a (6) above.



(7) Physical defect at enlistment. No entry required,

	2 ENLISTMENT RECORD
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No entries re	amar school High school College or univ
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	(Next best occupation) (Weekly wages) Yearsas *apprentice, journeyman, expert.
	Just what did he do? HOME ADDRESS AND NEAREST RELATIVE
	Home address
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\ 	(Relationship) (Number and atreet or rural route; if none, so state)
Keep current. Enter new data	(City, town, or post office) (State or country)
on page 15.	Person to be notified in case of emergency
	(Relationship; if friend, so state) (Number and street or rural route; if none,
	(City, town, or post office) DESIGNATION OF BENEFICIARY (To be entered only from appropriate enlistment or induction r. W. D., A. G. O. Form No. 41)
	(Name and degree of relationship of beneficiary)
	(Address)
	(Name and degree of relationship of alternate beneficiary)
	(Address)
	(Name and degree of relationship of alternate beneficiary)
No entries required	(Address) CURRENT ENLISTMENT (See "Remarks—Financial" (par. 3a, AR 345-125))
(all soldiers).	Age at enlistment years months.
	†Accepted for service at
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	* Strike out words not applicable. 10-28259-2
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SECTION VIII

PRIOR SERVICE (Reference AR 600-750)

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23. GENERAL. a. Purpose. This section is for the purpose of recording an enlisted man's previous military service. Entries will be made by the officer initiating the Service Record and will cover complete prior service up to current enlistment, based on the discharge certificates or other written evidence in the possession of the enlisted man at the time of enlistment or induction. Exclusive of time lost, the total prior service shown in this section should agree with that shown under "Current Enlistment" on page 2. If the soldier has no prior service, this section will be left blank.

b. Where prior service is claimed. When a soldier claims to have had prior service and is unable to produce certificates or other written evidence of such service, the prior service claimed will not be recorded but the words "service not verified" will be entered in pencil. Upon receipt of verification of service which is furnished by The Adjutant General without request in accordance with paragraph 21, AR 600–750, the commanding officer will cause the pencil notation to be erased and the prior service entered.

c. Where service is unclaimed. Service unclaimed at the time of enlistment but subsequently verified from War Department records will be entered by the personnel officer, and will be credited for longevity pay purposes when authorized under AR 35–2360.



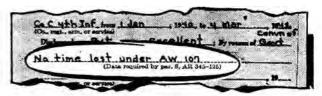
24. DETAILS OF ENTRIES. a. Co., regt., arm, or service. Enter on the first line the company, regiment, or arm or service in which the enlisted man served and follow this by the date the man entered service and the date his service was terminated.



b. Discharged as. Enter the grade held at the time of his discharge. Following this, enter character rating.



c. By reason of. Enter reason the enlisted man was discharged; for example: "Expiration of term of service," or "For convenience of Government." Authorized abbreviations may be used.



d. Third line. On this line will be entered a brief statement giving the length of time the enlisted man was retained in the service after the normal date of the expiration of his enlistment. The statement will show the reason for the retention. Example: "Retained in service 8 days under AW 107," or "Retained in service 8 days for convenience of Government." If any time was lost prior to normal date of expiration of enlistment which was not made good, a remark to that effect will be entered. Example: "8 days lost under AW 107." If no time has been lost under AW 107, entry should be, "No time lost under AW 107."

SECTION IX

MILITARY QUALIFICATIONS

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25. GENERAL. No entries required.



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SECTION X

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SECTION XI

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27. GENERAL. The 110th Article of War requires that certain of the Articles of War be read and explained to every enlisted man at the time of his entry into the service, and every 6 months thereafter. In addition, it is required that the 28th Article of War be explained to all enlisted personnel. It is the responsibility of the personnel officer to make entries in the Service Record when these requirements have been fulfilled. The information will be supplied to the personnel officer by the enlisted man's company or unit commander.

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28. DETAILS OF ENTRIES. a. Date. Each time the Articles of War are read and explained to the enlisted man, the date will be entered in this column.

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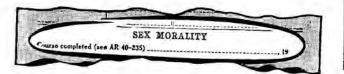
b. Initials. The dates will be authenticated by the initials of the personnel officer entered in this space.

SECTION XII

SEX MORALITY (Sex Hygiene) (Reference: AR 40-210)

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29. GENERAL. Entries are no longer required in this section of the Service Record.



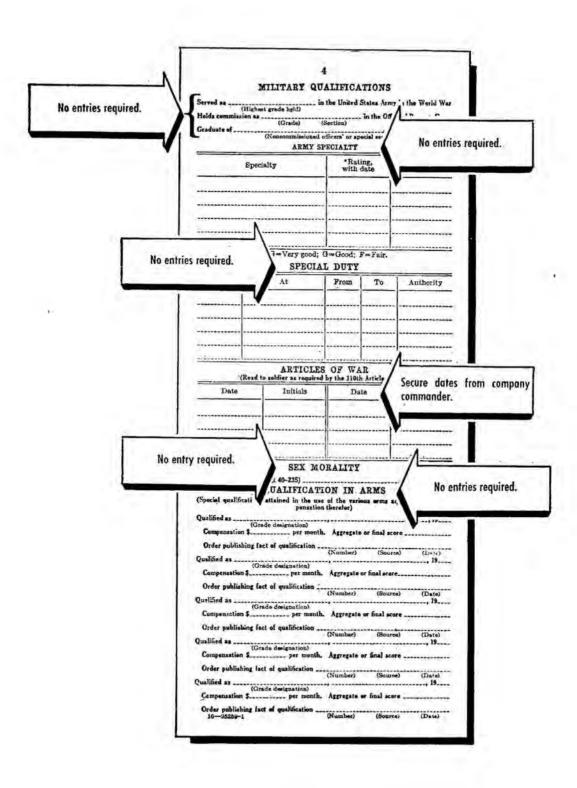
SECTION XIII

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30. GENERAL. No entries required.

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SECTION XIV

MILITARY RECORD (Reference: AR 615-5)

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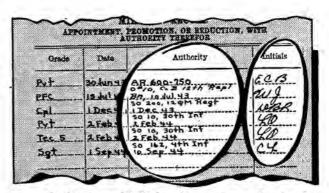
31. GENERAL. The purpose of the Military Record part of the Service Record is to record all promotions and reductions that an enlisted man may receive during his current enlistment. The recording of such entries is a responsibility of the personnel officer. Information for these entries is contained in Special Orders, Courts-Martial Orders, Summary Court Cases, Company Orders, and Morning Reports. The action taken to reduce a noncommissioned officer will provide for reduction to the grade of private. If it is desired to reappoint him in a lower grade than the grade from which reduced, separate action is necessary.

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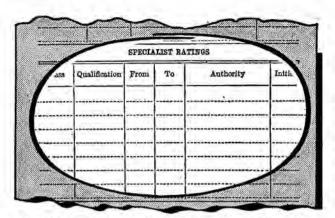
32. DETAILS OF ENTRIES. a. Grade. Enter the grade to which the enlisted man was promoted or reduced.

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b. Date. The date of promotion or reduction will be entered in this space.



c. Authority and initials. Enter the authority for the change in grade—company order, special order, special court-martial order, as the case may be. The entries will be authenticated by the initials of the personnel officer.



33. SPECIALIST RATINGS. Specialist ratings have been eliminated, and have been replaced by the authorization of technician grades. This part, therefore, no longer will be filled in.

SECTION XV

ORGANIZATIONS TO WHICH ATTACHED

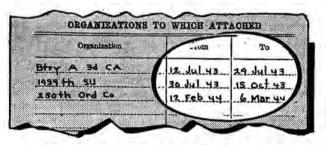
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34. GENERAL. In this section, a record will be kept of the organizations to which an enlisted man is attached during his period of service. A man may

be attached to an organization while awaiting an assignment or while en route to the organization to which he has been or is to be assigned. He will be considered attached unassigned when he is not included in the strength of any other organization and is not assigned to any nuit. He will be considered as attached to another organization (other than the one to which he is permanently assigned) when he is placed on duty elsewhere but remains as an assigned member to his permanent organization, When a man is placed on detached service, that is, attached to an organization away from his own organization, an entry will be made in this section. The section will be filled in by the personnel officer from entries in the Morning Report and from Special Orders. No entry will be made in the section at the reception center during the routine processing of an enlisted man.

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35. DETAILS OF ENTRIES. a. Organization. Enter the name of the organization to which attached.



b. "From" and "To." Enter the inclusive dates.

SECTION XVI

ORIGINAL ASSIGNMENT AND ORGANIZATIONS TO WHICH SUBSEQUENTLY ASSIGNED DURING THIS ENLISTMENT PERIOD

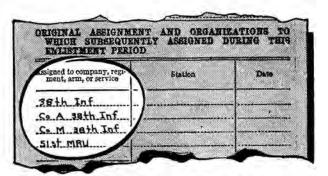
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36. GENERAL. A record of all the organizations to which an enlisted man is assigned during his term of service is kept in the section appearing at the bottom of page 5. The entries will be made by the personnel officer from information contained in Special Orders, Morning Reports, and other directives. The entries should agree with those recorded under the item "Record of Current Service" on the enlisted man's WD, AGO Form No. 20. The enlisted man's initial assignment will be entered first. After that, whenever the man is transferred and assigned permanently to another organization an appropriate entry will be made. When a man is assigned to a special service school or technical school for training and for subsequent reassignment, an entry will be made in this section. There are certain circumstances involving the movement of an enlisted man under which no entries will be made in this section. They are as follows:

 During the routine processing of the man at a reception center.

(2) When the man is sent to a reception center from an induction station, unless he actually is assigned to duty at the reception center.

- (3) When the whole company or unit to which the man is assigned moves from one station to another.
- (4) When the man is attached to an organization, is awaiting assignment, or is en route to his permanent organization.



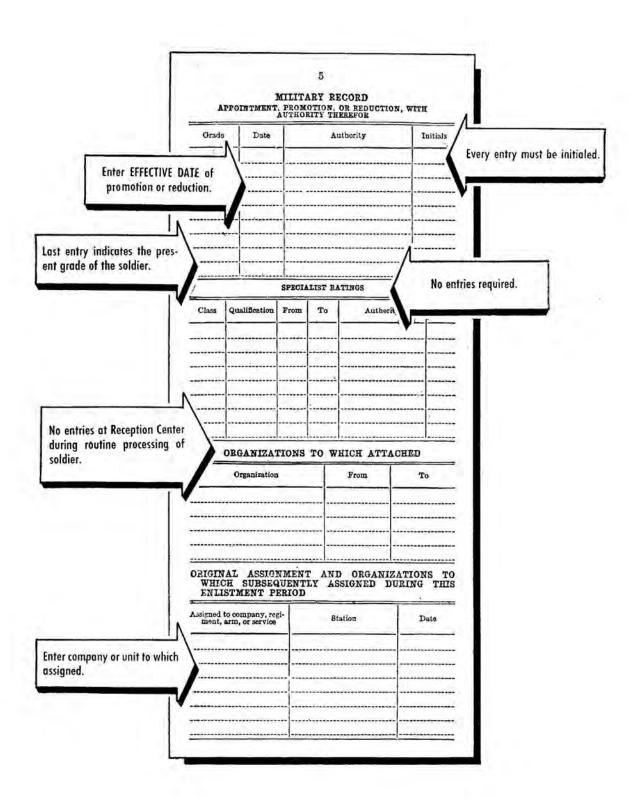
37. DETAILS OF ENTRIES. a. Assigned to company, regiment, arm, or service. In this column will be entered the designation of the company or unit to which the enlisted man is assigned.

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Com soth Inf	Ft Douglas, Utah	
JIST MRU \	Ft Washington, Md	/

b. Station. Here will be entered the station at which the company or unit is located.

ENLISTMENT PER	IOD .	
assigned to company, regi- ment, arm, or service	Station	Date
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Co A sath Inf	Et Douglas, Utab	3 777 77
Com seth Inf	Ft Douglas Utah. Ft Washington, Md.	15. Jul. 44

c. Date. The effective date of the assignment will be entered in this space.



SECTION XVII

FURLOUGHS

(Reference: AR 615-275)

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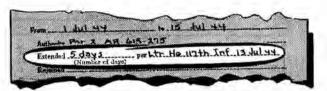
Annual Control Cont

38. GENERAL. All time to be charged against an enlisted man's furlough time will be entered. Furloughs are granted by commanders designated in AR 615–275. Delays granted to enlisted men traveling under orders will also be entered under this heading. Passes and the time spent off duty while on pass will not be entered. The personnel officer will make the entries from information obtained from the Morning Report, Furlough Certificate or Special Orders. If the space under this heading is not sufficient, WD, AGO Form No. 24–5 (Insert to Service Record) may be used.

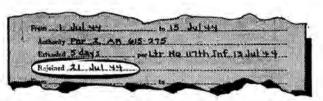
here will be the day the soldier is due to depart and the day preceding that on which he is due to report for duty.



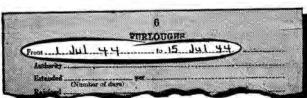
b. Authority. Enter authority for the furlough.



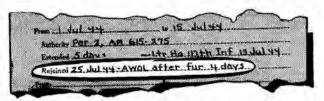
c. Extended. If furlough is extended, enter the number of days it is extended and the authority for the extension.



d. Rejoined. Unless a furlough is extended, the enlisted man must return to his organization during the 24-hour period following the expiration date. The date of actual return will be entered.



39. DETAILS OF ENTRIES. a. "From" and "to."
Enter the inclusive dates of the furlough. In computing furlough time, the date of departure is a day of absence from duty, and the date of return is a day of duty. Hence, the inclusive dates entered



(1) If the man does not report from furlough at the proper time, the date on which he rejoins will be entered followed by the notation "AWOL after furlough......days."

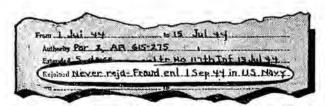


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(3) If the man does not rejoin his organization and is subsequently dropped from rolls as AWOL, the entry "Never rejoined—dropped from rolls as AWOL" will be made. (See AR 615-300.)



(4) If the man deserts while on furlough, the entry "Never rejoined—deserted while on furlough" will be made. This applies in oversea theaters only. (See AR 615-300.)



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SECTION XVIII

FOREIGN SERVICE

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40. GENERAL. In this section of the Service Record will be entered information concerning all foreign service. When a man is ordered to or returns from duty in a foreign country for any reason, appropriate entries will be made in this section. The dates of departure and return are of utmost importance, and extreme care must be exercised to insure their accuracy. Entries in this section will be made by the personnel officer or custodian of the records. In mass movements, entries will be made by the personnel officer under supervision of the port personnel officer. Each entry will be initialed in the margin by the officer responsible for the entry. When an enlisted man is sent from one theater of operations to another, appropriate entries will be made. In such case it will be necessary to amend the line headings in this section in order to reflect the correct data.



41. DETAILS OF ENTRIES. a. Left United States for duty in. Enter in this space the name of the theater to which the enlisted man has been sent.



b. "From" and "on." Enter the name of the place of departure and the date.



c. "Arrived at" and "on." Enter the name of the place of arrival in the foreign theater and the date of arrival.



d. "Left" and "for the United States on." (1) Enter the name of the place of departure and the date on which the man left to return to the United States.



(2) If being sent to some other theater, delete "the United States" and insert name of theater.





e. "Arrived at" and "on." Enter the name of the place of arrival and the date.

SECTION XIX

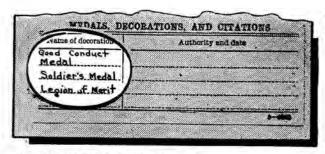
MEDALS, DECORATIONS, AND CITATIONS

(Reference: AR 600-45)

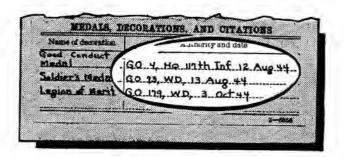
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42. GENERAL. Under this heading will be shown the following decorations: Medal of Honor, Distinguished Service Cross, Distinguished Service Medal, Legion of Merit, Silver Star, Distinguished Flying Cross, Soldier's Medal, Bronze Star Medal, Air Medal, Purple Heart, Medal for Merit, Oak Leaf Cluster, Good Conduct Medal, and Clasps. In addition to the above, the following awards will be recorded: Distinguished Unit Badge, Presidential Unit Citation, Combat Infantryman Badge. Expert Infantryman Badge, foreign decorations, and such other medals as are authorized for campaigns or battles and engagements, including those authorized for World War I and service prior to the present war. Where award received authorizes additional pay, the effective date for pay purposes will be entered under "Remarks-Financial." See AR 35-1500 and paragraph 18, TM 14-502, relating to effective date of payment for awards. This section

will be filled in by the personnel officer with data secured from General Orders.



43. DETAILS OF ENTRIES. a. Name of decoration. Enter the official title of the award.



b. Authority and date. Authority for the award and the date will be entered. The date used here applies to "authority quoted" and not to the date of presentation. The actual date and place of presentation will be entered under "Remarks—Administrative."

Date of departure (first day of furlough).	6 FURLOUGHS	Last day of furlough (due to return for duty following day).
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Rejoin From	(Number of days)	
Author		4
Information for entry shows	(Number of days)	- /
on Furlough Certificate or Author	Ry	Show reason for not rejoining
Rejoin	(Number of days)	in all cases of failure to return from furlough.
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	MEDALS, DECORATIONS, AND CITATIONS	
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Enter official title of Award.		-
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SECTION XX

TIME LOST PRIOR TO NORMAL DATE OF EXPIRATION OF TERM OF ENLISTMENT TO BE MADE GOOD UNDER 107th ARTICLE OF WAR

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44. GENERAL. a. 107th Article of War. During an enlisted man's current term of service, a record of the time he loses under the provisions of the 107th Article of War is maintained on page 7 of the Service Record. Entries of time lost will be made for future use in computing longevity pay and in furnishing a complete statement of service. The basic authority governing conditions which result in the making of entries in this section is the 107th Article of War.

(1) Every enlisted man who deserts the service of the United States or without proper authority absents himself from his organization, station, or duty for more than 1 day, or who is confined for more than 1 day under sentence, or while awaiting trial and disposition of his case (if the trial results in conviction), or through disease or injury the result of his own misconduct, renders himself unable for more than 1 day to perform duty, shall be liable to serve, after his return to a full-duty status, for such period as shall, with the time he may have served prior to such desertion, unauthorized absence, confinement, or inability to perform duty, amount to the full term of his enlistment period.

(2) Under the express provisions of the 107th Article of War, military confinement while await-

ing trial may be classed as time to be made good only when the trial results in conviction. A period of confinement terminated by restoration to duty without trial is not time lost within the meaning of the 107th Article of War, there being no provision in law or regulations that requires the time thus spent in confinement to be made good. (See Ops. J. A. G. Dec. 17, 1931.)

(3) A soldier who is injured while absent without leave is required to make good the time he is incapacitated for duty when the injury is due to his own misconduct. The fact of AWOL alone, however, does not establish misconduct within the purview of the 107th Article of War, unless it is shown to have been the proximate cause of the injury. (Ops. Atty. Gen. Dec. 2, 1931, citing 35 id. 76, and

36 id. 61.)

b. Recording of absences. All absences for more than 24 hours will be recorded showing the inclusive dates, together with the total number of days required to be made good as provided by the 107th Article of War. In making such entries, the day of departure is a day of absence and the day of return is a day of duty.

45. DETAILS OF ENTRIES. a. Absence without proper authority or in desertion. Under this subheading will be entered all absences without leave exceeding 24 hours. Arrest by the civil authorities while absent without authority does not change the enlisted man's status of absence without leave.



(1) Under "From" enter the date the man departed.



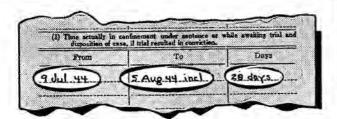
(2) Under "To" enter the date preceding the day of return.



(3) Under "Days" enter total number of days absent.



(4) When a man fails to return from furlough on the proper date and failure to return has not been excused or authorized, enter under "From" the date following the last day of the furlough. Example: Furlough is granted for 10 days, 2 Aug 1944 to 11 Aug 1944. The soldier returned 15 Aug 1944 and failure to return at expiration of furlough was not excused or authorized.



b. Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction. Under this heading will be entered "time actually in confinement" for more than one day under sentence or while awaiting trial and disposition of case, if the trial results in conviction.

(1) Example: Absent without leave 2 July 1944. Returned to military control 9 July 1944, confined same date. Sentenced to confinement for 30 days. Released from confinement 6 Aug 1944.

(b) Time actually in ea disposition of case	phoement under sentence or e, if trial resulted in conviction.	while awaiting trial a
From	То	Days
25 Aug 44	Pencil e	ntry

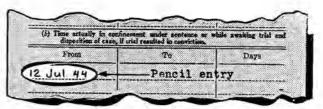
(2) Tried while in arrest or tried without being

placed in arrest or in confinement.

(a) When an enlisted man has been tried while in arrest or tried without being placed in arrest or in confinement and sentenced to be confined for more than 1 day, an entry will be made in pencil showing the date on which the confinement began under the sentence. Example: Absent without leave 20 July 1944. Returned to military control 17 Aug 1944. Placed in confinement 25 Aug 1944.

(b) Time actually in to disposition of case	dinement under senience or if trial resulted in conviction.	while awaiting trial and
From ·	То	Days
25 Aug 44	B Sep 44 incl	(IS.days)

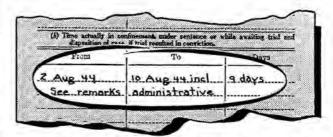
(b) The date on which the confinement expired, either through expiration of sentence or remission of a portion thereof, will be entered when an enlisted man is returned to a full-duty status. Example: Absent without leave 20 July 1944. Returned to military control 17 Aug 1944. Placed in confinement 25 Aug 1944. Released from confinement 9 Sep 1944.



(3) When awaiting trial. (a) When an enlisted man is placed in confinement awaiting trial, a notation will be made in pencil.



- (b) When the result of trial is known and the enlisted man is convicted, an entry in ink showing date on which confinement began will be made.
- (c) The entry will be completed when confinement expires.
- (d) If the enlisted man is acquitted, the pencil notation will be erased.



(4) Absent in the hands of civil authorities. (a) When an enlisted man is confined by the civil authorities and convicted, the inclusive dates of such confinement will be entered followed by a notation "See Remarks—Administrative" and an entry made under "Remarks — Administrative" showing the date of arrest by the civil authorities, the nature and the date of commission of the offense for which arrested, whether held for trial, whether tried and convicted, and, if convicted, the sentence adjudged. If not convicted, the statement of the case will be entered under "Remarks—Administrative" only.

disposition of case,	afinement under sentence or w It trial resulted in conviction.	per ramal ner su
From	То	Days
Avg 44	Administrative	9 days

(b) When an enlisted man is released by the civil authorities because of reparation made, he will be required to make good the time lost and an entry will be made as in the case of conviction.

(c) Umble to perform liquor or through	duty through the intemperate us disease or injury the result of his	e of drugs or alcohol own misconduct.
From	То	, Days
Jul. 44	2 Aug 44 incl	29 days

c. Unable to perform duty through the intemperate use of drugs or alcoholic liquor or through disease or injury the result of his own misconduct. Under this heading, entries will be made when an enlisted man is absent on account of being unable to perform duty through the intemperate use of drugs or alcoholic liquor or through disease or injury the result of his own misconduct.

Example: Admitted to hospital 5 July 1944.
 Returned to duty 3 Aug 1944.

Umable to perform du liquor or through dis	ty through the intemperate u	se of drugs or a pwn misconduc
From	То	Days
.1	4	29 days

(2) When an enlisted man is shown on the morning report as sick in quarters or in hospital with notation "No; 107th AW" and the diagnosis is changed so that the notation in the column "Line of duty" on the sick report is "Yes," the entry in the Service Record on account of such absence will be lined out and initialed.

SECTION XXI

ABSENCE SUBSEQUENT TO NORMAL DATE OF EXPIRATION OF TERM OF ENLISTMENT

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46. GENERAL. No entries required as all periods of service during time of war have been extended for the duration plus 6 months.

From	То	Days
(b) Time actually in con- disposition of case, i	inement under sentence or I trial resulted in conviction.	while awaiting trial
From	То	Days
(c) Unable to perform du liquor or through dis	ty through the intemperate case or injury the result of l	use of drugs or alcol his own misconduct.
From	То	Days

46

SECTION XXII

RECORD OF TRIALS BY COURTS MARTIAL

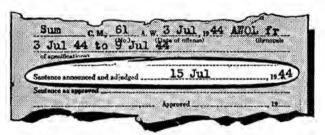
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47. GENERAL. On pages 8 and 9 of the Service Record will be entered the pertinent details of all trials of the enlisted man by courts martial. No entries will be made in this section in cases of acquittal or disapproval. Company punishment will not be recorded (see par. 109, MCM 1928). Entries will be made by the personnel officer from summary court-martial charge sheets or from special or general courts-martial orders. When trial is had by summary court martial the original charge sheet will be completed as the record of trial. After recording his action on the sentence, the reviewing authority will deliver the original charge sheet and two copies thereof to the personnel officer who will cause the essential data to be entered on the Service Record and, in due course, on the pay rolls. After the prescribed notation as to entry on the Service Record has been made on the record of trial, the personnel officer will immediately forward one copy thereof, completed and certified as a true copy of the original to The Adjutant General. The remaining copy will be sent to the officer exercising immediate general court-martial jurisdiction over the command as required by paragraph 87c, Manual for Courts-Martial, U. S. Army, 1928. In cases of acquittal or disapproval of conviction the same procedure will be followed, except that no entries will be made of the trial on the Service Record. If

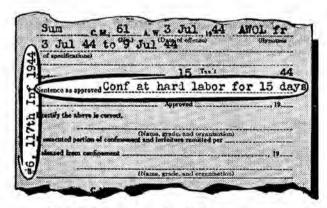
space under this heading proves insufficient, WD, AGO Form No. 24-7 (Insert to Service Record) may be utilized.



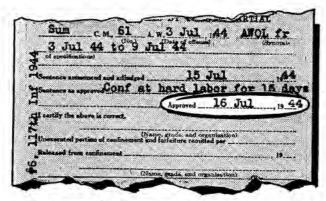
48. DETAILS OF ENTRIES. a. Type of courts martial, date of offense, synopsis. In the first space enter the type of courts martial—general, special, or summary. Next enter the number of the Article of War under which the man was tried. Next enter the date the offense was actually committed. A brief synopsis of the nature of the offense will be entered on the lines immediately following the date.



b. Sentence announced and adjudged. Enter on this line the date sentence was announced.



c. Sentence as approved. In this space, enter the sentence as approved. Example: Confinement at hard labor for 15 days. Record in the margin the number of the case, the headquarters concerned, and the year. (Similar entry will be made in case of trial by special or general court martial showing the order number.) Example: #6, 17th Inf 1944. When a court-martial sentence reads that so much of a man's pay will be detained, in addition to stating the amount of pay to be detained, an additional entry is required under "Pay detained by Court Martial" on page 11 of Service Record.



d. Approved. Enter on this line the date the sentence actually was approved.

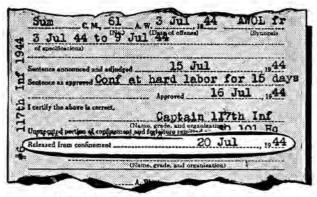
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9 September	Conf at hard labor for 15 day
ន	Approved 15 Jul 144
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I Unexecut	ed perion of confinement and forfeiture remitted per
Rolessed	from confinement
4-	(Name, grade, and organization)

e. I certify the above is correct. In this space the personnel officer will sign his name, and show his grade and organization.

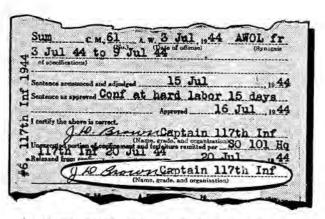
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f. Unexecuted portion of confinement and forfeiture remitted per. When any portion of a sentence involving forfeitures of pay is remitted, suspended, or voided, a copy of the communication or order au-

thorizing the action will be forwarded to the personnel officer. He will extract from it the order number, the source, and the date, and enter the information in this space.



g. Released from confinement. Here will be entered the actual date the enlisted man is released from confinement, and the authority for the release.



h. Name, grade, and organization. In this space the personnel officer will sign his name, and show his grade and organization.

Enter only those trials w result in conviction.	BECORD OF TRIALS BY COURTS MARTIAL	1
	C, M., (No.) (Date of offsuse) (Sympase of specifications) Sentence announced and adjudged	Obtain data from Charge Sheet (for Sum CM) and from Special & General CM Orders.
	Certify the above is correct. (Name, grade, and organization)	If sentenced to confinement, actual date of release must be shown.
cle of War u	Sentence as approved Approved Approved Leartify the above is correct.	
Enter kind of Court Martial by which tried, i.e., <u>Sum</u> CM, <u>S</u> CM, or <u>G</u> CM.		Signature of personnel officer is required.
or <u>o</u> con.	Sealance anneanced and adjudged	
	(Name, grade, and organization) Unexacuted person of confinement and forfeiture remitted per Released from confinement	
	Sentence as approved	
	Unexecuted portion of confinement and ferfeiture semitted per	

SECTION XXIII

ALLOTMENTS AND FAMILY ALLOWANCES

(References: AR 35-5520 and AR 35-5540)

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49. ALLOTMENTS. Enlisted men are authorized to make allotments from their pay wherever serving. All entries for allotments, except premiums for Government Life Insurance, will be entered in the spaces under the heading "Class E Allotments" on pages 9 and 10 of the Service Record. The heading in the space will be altered to agree with the type of allotment, i.e., "Class B." When the space under Class E Allotments is insufficient, additional entries will be made by the use of inserts. Applications for allotments are prepared by the personnel officer on WD, AGO Form No. 29 (Authorization for Allotment of Pay) with the exception of Class B Allotments, in which case WD, AGO Form 29-6 (Authorization for Class B Allotment for Purchase of War Savings Bonds) will be used. The original copy of WD, AGO Form No. 29-6 will be filed in the Service Record and the duplicate furnished the allotter. All information pertinent to a Class E Allotment, such as the allottee's full name, the amount, effective date and the purpose of the allotment, should be entered prior to the transmission of the allotment forms to the dis-bursing officer. This will insure that the entry is made completely and correctly. The proper notation will then be made on the original Form No. 29 that the entry has been made in the Service Record. (See sec. XXVIII.)

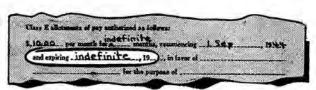
	CLASS E ALLOTMENTS
Class E al	otments of pay authorized as fellows:
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W. D.,	L. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington,
D. C.,	(Name and grade of forwarding officer)
Acknow	edgment of discontinuance received

50. DETAILS OF ENTRIES (ALLOTMENTS). a. Heading. Change heading to reflect type of allotment (necessary if allotment is "Class B").



b. \$ ______ per month for ______ months. Enter amount in first space. Since allotments may be executed only for indefinite periods, the word "indefinite" should be entered after word "for."





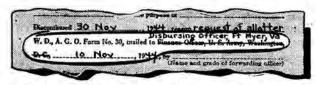




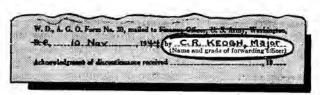
f. For the purpose of ______. In the space opposite this heading enter the purpose of the allotment, i.e., for support of dependents, savings account, purchase of War Bonds, etc.







i. WD, AGO Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C.
When appropriate draw a line through "mailed to Finance Officer, U. S. Army, Washington, D. C.," and insert name of place to which sent, followed by the date discontinuance form was mailed to the appropriate disbursing officer as given in AR 35–5520. No entry required for Class B Allotment. Whenever a WD, AGO Form No. 30–S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record, no entry is required.





51. FAMILY ALLOWANCES (CLASS F DEDUCTIONS). a. General. Under the Servicemen's Dependents Allowance Act, allowances are provided for certain relatives and dependents of enlisted men. These allowances, known as family allowances and designated Class F Deductions, are made up of money deducted from the enlisted man's pay

and money contributed by the government. Because Class F Deductions are entered in the Service Record under the heading of Class E Allotments on pages 9 and 10, they often are erroneously referred to as allotments. Applications will be made on WD, AGO Form No. 625 (Application for Dependency Benefits) from which the data to be entered in the Service Record will be extracted. The second page copy of the form will be filed with the Service Record.

b. Initial family allowance. An initial family allowance is paid for the month in which an enlisted man enters a pay status on active military service, provided application is filed within 15 days after his entry into the service. No deductions are made from the pay of an enlisted man as a contribution to the initial allowance. The amount of initial allowance will be the same as regular subsequent monthly allowances regardless of the day of the month an enlisted man enters the service. When an initial family allowance is paid, an entry to that effect will be made in the Service Record under "Remarks-Financial," page 13.

c. Effective date. A family allowance begins to accrue on the first day of the month following the month for which initial family allowance was paid. If no initial family allowance was paid, the effective date may be the first day of the month applica-

tion was made.

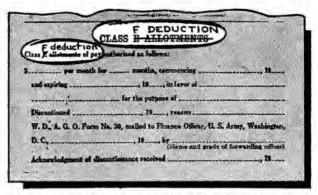
d. Amount. The amount deducted from an enlisted man's pay for either Class A, B, or B-1 dependents alone is \$22.00 monthly, regardless of the number of dependents in each class. If the enlisted man has both classes of dependents, that is, Class A and either Class B or Class B-1, \$27.00 is deducted

from his pay each month.

e. Changes. It is the joint responsibility of the personnel officer and the enlisted man, or the person to whom a family allowance is paid, to submit facts of any changes in the status of an enlisted man or his dependents which affects his eligibility for family allowances or any change in his status which would increase or decrease the amount payable. Changes may be submitted by letter to the Office of Dependency Benefits, Newark, New Jersey, but it is preferred that WD, AGO Form No. 641 (Report of Change of Status and Address) be used for that purpose. All changes will be entered in the Service Record in the appropriate spaces (AR 35-5540) .

f. Discontinuance. The effective date of discontinuance is the last day of the month in which the

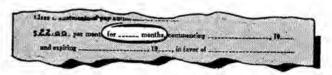
change of status occurred.



DETAILS OF ENTRIES (CLASS F DEDUCTIONS). a. Heading. Change (or insert) heading to read "Class F Deduction.



.....per month. Enter amount of the family allowance deduction.



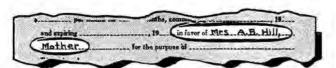
c. Formonths. No entry required.

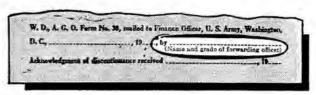


d. Commencing.... The first day of the month in which monthly family allowance is effective will be entered.



e. And expiring....... No entry required.





k. By...... No entry required.





I. Acknowledgement of discontinuance received.







j. WD, AGO Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C.

No entry required,

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If allotment is for purchase of War Savings Bonds change this heading to read "Class B Allotment."

No entries required if W.D., A.G.O. Form No. 30-5 prepared and attached to Service Record.

CLASS	E	ALLOTMEN	TS

CLASS E ALLUINENTS

per month for ____ months, communing ___

Always the first day of month in which deduction on payroll is to be made.

If W.D., A.G.O. Form No. 30 is prepared change this line to show location of disbursing officer to whom sent.

SECTION XXIV

GOVERNMENT INSURANCE

(References: AR 600-100 and AR 600-110)

| Comment of the process of the proc

53. GENERAL. a. Types of insurance. There are two types of Government Life Insurance, United States Government Life Insurance and National Service Life Insurance.

 United States Government Life Insurance is now available only to veterans of World War I under certain conditions outlined in AR 600-100.

(2) National Service Life Insurance is available to all members of the armed services under the terms and provisions of the National Service Life Insurance Act of 1940, as amended (see AR 600–110).

b. Payment of premiums. When premiums for Government Insurance are to be paid by allotment of pay, entry will be made on the Service Record of the class, amount, and effective date of the allotment as shown in the authorization of allotment form executed in accordance with AR 35-5520.

c. Discontinuance, reduction or increase in allotment for payment of premiums. Whenever an allotment of pay for insurance premiums is discontinued, reduced or increased, entry will be made on the Service Record of the class, amount, effective date, and reason for the change involved in accordance with AR 35-5520.

d. Involuntary discontinuance of allotment. Whenever allotments for life insurance have been involuntarily discontinued (AWOL, or under conditions stated in AR 35-5520), the insured will be informed as soon as possible of such discontinuance. He will have explained to him the procedure necessary to reestablish the allotment and if necessary to reinstate the insurance. If he does not desire to reestablish the allotment and/or to reinstate the insurance, an entry will be made under "Remarks—Financial" of the Service Record, dated and signed by the individual (see sec. XXVIII).

e. When no insurance is desired. Enlisted men not desiring life insurance are required to sign the statement "No insurance desired" which will be written or stamped in RED INK diagonally across the first vacant space under the heading "Government Insurance." The soldier's signature will be followed by the date the statement was signed and the entry will be initialed by the custodian of the Service Record.

f. Ports of embarkation. At Ports of embarkation the same procedure as outlined in e above will be repeated for all enlisted personnel going overseas without Government Insurance.



54. DETAILS OF ENTRIES. a. Heading. (1) Whenever the allotment made is for National Service Life Insurance, the words "Government Insurance" will be lined out and the words "National Service Life Insurance" inserted above the lined out words.



(2) The word "Deduction" in the first line of the item, "Deduction of pay for Government insurance authorized as follows," will be lined out and the word "Allotment" substituted therefor.



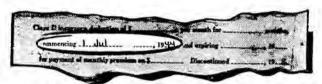
b. Class D insurance deduction of \$
Whenever the allotment is for National Service

Life Insurance, the letter "N" will be substituted for the letter "D" and the word "Allotment" substituted for the word "Deduction." Enter the amount of allotment to be deducted per month from the enlisted man's pay.

a WD. AGO Form No. 30-S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record, no entry is required.

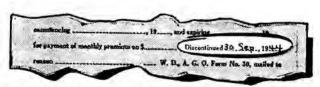


c. Per month for months. Enter the word "Indefinite."









g. Discontinued 19 Enter date of discontinuance of the allotment. Whenever







j. By _______. Enter the name and grade of the officer certifying to the fact that discontinuance was forwarded. Whenever a WD, AGO Form No. 30-S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record no entry is required.

Change heading for	allotments
covering National S	
Insurance.	

Secure data from information contained on W.D., A.G.O. Form No. 29.

10
per month for months, commencing
and expiring, 19, in favor of
for the purpose of
Discontinued
W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington,
D. C., 19 , by
Acknowledgment of discontinuance received
per month for months, commencing, 19
and expiring
for the purpose of
Discontinued, 19, reason
W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington,
D. C., 19 , by (Name and grade of forwarding officer)
Acknowledgment of discontinuance received 19

GOVERNMENT INSURANCE

Class D insurance deduction of 3. _____ per month for _____ months,

(Name and grade of forwarding officer) 16-25259-

An entry in red ink is required if no insurance is desired.

No entries required if W.D., A.G.O. Form No. 30-S is prepared and securely attached to S/R.

SECTION XXV

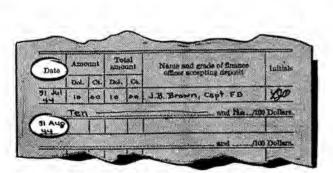
DEPOSITS

(References: AR 35-2600 and AR 345-75)

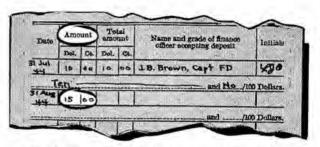
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Marth.	Del C	Yes.	Name and provide of Galactic officer	Assessed
	1	and the same	Lamerana	-

55. GENERAL. a. Amount. During his current term of service an enlisted man, if he so desires, may deposit sums of money of not less than \$5.00 in full dollar amounts, at any one time. Authorized withdrawals must be made in the full amount of one or more specific deposits.

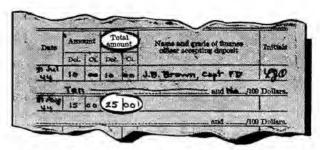
b. How processed. Deposits and withdrawals are processed in accordance with the provisions of AR 35-2600 and entries are made in the Service Record by the enlisted man's personnel officer.



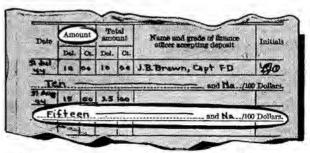
56. DETAILS OF ENTRIES. a. Deposits. (1) Date. Enter the date on which the enlisted man deposited the money.



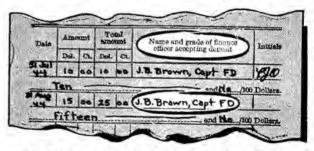
(2) Amount. Enter the amount deposited.



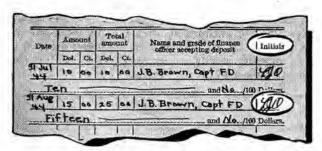
(3) Total amount. Enter in figures the total of all balances due the enlisted man to date.



(4) and /100 Dollars. The amount of an individual deposit will be written out in words.



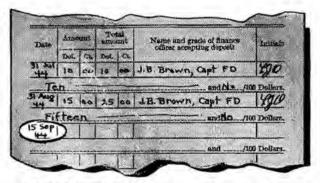
(5) Name and grade of finance officer accepting deposit. Enter the name of the disbursing officer who received the deposit.



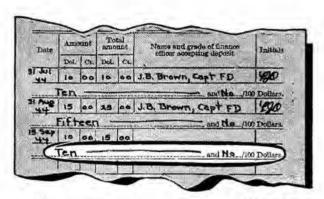
(6) Initials. The initials of the personnel officer are entered to indicate that the entry has been verified.

Date	Ame	ount Total			Name and grade of finance officer accepting deposit	Initials
	Del.	Ct.	Dol.	CL	officer accepting deposit	
Jul	10	00	lo	00	J.B. Brown, Capt FD	420
*4=			25	PO.		13/4
44° Fi	fte		25	00	J.B. Brown, Capt FD	V Dollars
Sep	io	0.6	15	00		T
					and (II	U Dollars

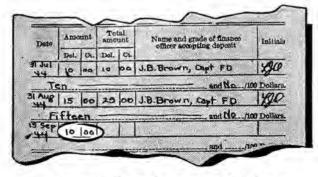
(3) Total amount. Enter in figures the total of all balances due the enlisted man to date. This total represents the net balance currently on deposit.



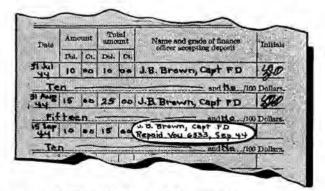
b. Withdrawals. (1) Date. Enter the date on which the enlisted man withdrew the money as indicated by the disbursing officer.



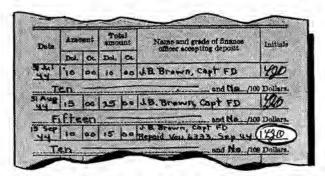
(4) _______ and _____ /100 Dollars. The amount of an individual withdrawal will be written out in words.



(2) Amount. Enter the amount withdrawn.



(5) Name and grade of finance officer accepting deposit. Enter the word "Repaid" and the name of the disbursing officer who paid the withdrawal. Also enter the voucher citation.



(6) Initials. The initials of the personnel officer are entered to indicate that the entry has been verified.

23450	Amount	Times personal	Name and grade of finance officer accepting deposit	Initials
\	Dal. Ch.	Date Ca		
11701	10 00	10 00	J.B. Brown, Capt F.D.	190
Transport of the last of the l	15 44	15 00	J. B. Brewit, Day's Fb	1230
ا	ifteen		end Ha_/U	Dollars.
5 5 4P	10 00		18. Streven, Capt FD Repaid Value 6323 San 44	VAA

(7) Red-lining previous entries. After the personnel officer has made the proper entries showing the amount of a withdrawal, he will red-line the appropriate deposit entry or entries, and will initial and date such action.

57. SPEARHEAD DEPOSITS. Where "Spearhead Deposits" are authorized, they will be recorded in the Service Record by means of an insert sheet No. 11A, devised locally, to show deposits and withdrawals substantially as follows:

11A Inse	rt Sheet to Service Record
Name	Grade ASN
	Spearhead Deposit
Date	Remark
Due sold	fier \$refund on account of deposit personal cash.
Collectio	Noucher No. accounts of
445	Repayable from Trust Fund 21X8916 P 418-07,
	(Initials)
Repaid	(Date) on Voucher No Accounts of
<u>.</u>	(Initials)

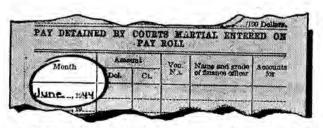
SECTION XXVI

PAY DETAINED BY COURTS MARTIAL

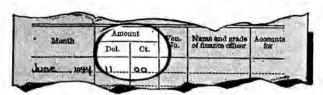
(Reference: AR 35-2460)

## (## Decided ## ## ## ## ## ## ##	DEPOSITS					
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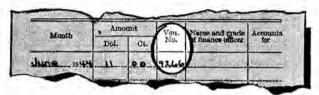
58. GENERAL. When any part of an enlisted man's pay is detained as a result of a sentence of courts martial, the personnel officer will make an entry of the amount actually detained by the disbursing officer with a citation of the pay roll or pay rolls on which detention was made. Entries of pay detained will be recorded in the appropriate section on page 11 of the Service Record. The personnel officer will fill in this section of the Service Record with data secured from pay rolls or vouchers.



59. DETAILS OF ENTRIES. a. Month. Enter the month and year for which pay is detained.



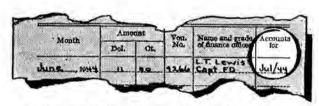
b. Amount. Enter the amount detained in dollars and cents.



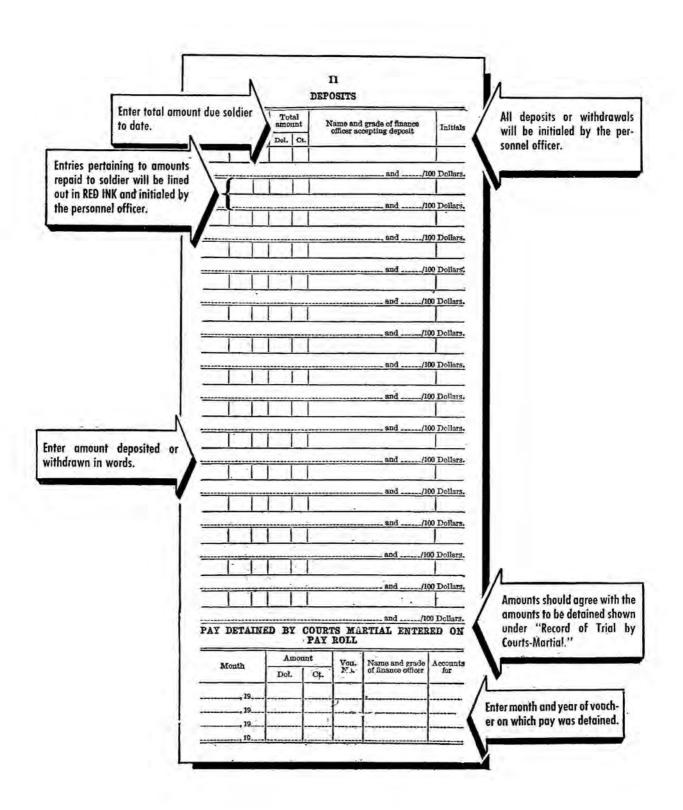
c. Voucher number. Enter the voucher number on which the amount was detained.



d. Name and grade of finance officer. Enter the name and grade of the disbursing officer by whom the money was detained.



e. Accounts for. Enter the month and year of the voucher or pay roll on which the detained amount was recorded.



SECTION XXVII

SECTION XXVIII

CLOTHING ACCOUNT

REMARKS—FINANCIAL

	CLOTEINO, ACCOUNT				
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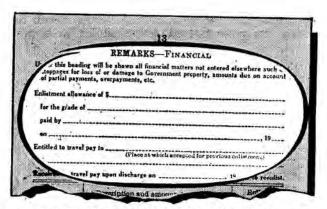
60. GENERAL. No entries required under any of the headings of this page.

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61. GENERAL. The personnel officer will enter under "Remarks—Financial" on pages 13 and 14 of the Service Record, the financial matters between the enlisted man and the Government not entered elsewhere in the Service Record.



62. ENLISTMENT ALLOWANCE AND TRAVEL PAY. No entries are required in the upper section of page 13.

63. LOWER SECTION, PAGE 13. Entries in the lower section of page 13 will be completed by the personnel officer.

a. Date. In the column under this heading will be entered the actual date when the entry was

b. Description and amount due U. S. or soldier. In the column under this heading will be entered a brief description of the cause of deduction or

payment.

c. Roll on which collected. In the column under this heading enter, when appropriate, date of the pay roll on which the deduction or payment was made.

Date	Description and amount due U.S. or soldier	Roll on which collected
Jul 44	Due EM Travel Alws fr	
A	Phoenix, Ariz to Ft	
	Riley, Kansas.	

64. ENTRIES AFFECTING FINANCIAL MATTERS. a. Travel allowance for enlisted reservist. When an enlisted reservist called to active duty is not paid travel allowance from his home to the place of reporting for duty, an entry will be made showing location of home and place of reporting for duty.

27 Jul44	\$50.00 Initial Family	
	Alws Pd for month of Ju	ıly
	44.	

b. Payment of initial family allowance. When the initial family allowance is paid to an enlisted man, enter the statement that the payment was made showing month for which the initial family allowance was paid. Such month will be the month in which the man entered active service in a pay status.

10 Apr 4	1 Due EM \$5.00 personal
	expense money under Act of
	17 May 1926. EN sk NLD AR
	35-1440 3 Mar 44 to 4 Apr
	44 Incl.

c. Five dollars personal expense money. Payment of \$5 to an enlisted man for necessary expenses

while sick under AR 35-1440, will be entered as additional pay.

N3 4 - 6		77 1	11.4	ACCOUNTS AND
ra to 1	uctnue	OT H	ug 44.	
	u 60 1	ed to literare	ru to include of a	Pd to include 31 Aug 44.

d. Monthly payment. Each month when a soldier is paid and his accounts balanced the entry "Paid to include (date)" will be entered immediately under the last entry to verify the fact of financial settlement.

Jul 44	DSM fr Jan 44	
	Due EM Combat Inf Pay	f= 15
2 out 44	Jun 44	11 15

e. Additional pay. When an enlisted man is authorized pay in addition to base and longevity (such as foreign service pay or pay for a distinguished service award or Expert or Combat Infantryman Badge), an appropriate entry will be made. (See AR 35-1500 and par 18, TM 14-502, relating to effective date of entitlement for awards.)

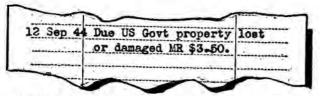
Note: The certificate required for additional parachutist's pay as set forth in AR 35-1495 will be filed with the Service Record of the enlisted man concerned.

5 Aug 4	4 On fur fr 26 Jul 44 to 3 Aug
	44 incl, due EM fur rations.

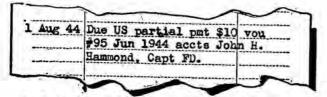
f. Furlough ration allowance. When an enlisted man is due an amount for furlough ration allowance such fact will be stated.

20 Aug 44	To forf \$15 per mo for 2 mos
***********	per GCMO 80 3d Serv C 2 Aug
	44.

g. Forfeitures result of Court Martial. When forfeitures of pay resulting from court martial occur an entry showing amount to be forfeited, period of forfeiture and the authority for the deduction will be made.



h. Deductions for Government property lost or damaged. Deductions, such as when a man has a Statement of Charges against him for Government property lost or damaged, will be entered.



i. Partial payment. Indebtedness to the Government for partial payment will be entered.

O COM THE	Due US \$27 for miblio	0 W0
	Due US \$27 for public Act of 26 Oct 43.	dra ber

i. Public quarters. When an enlisted man of the first, second, or third grade has a Class F deduction in effect and is provided with public quarters for his dependents his pay will be reduced at the rate of 90 cents per day. An entry showing the amount due the United States will be made.

5 Jul 44	Due US \$5 over pd vou	#789
	accts J.B. Sloat, Cap	
	for mo Jun 44.	

k. Overpayment. When an enlisted man is overpaid for a period, the amount of overpayment will be entered as a deduction to be deducted from his next pay roll.

5 Jul 44	Due EM \$5 underpd vou	#6323
	accts D.F. Crane, 1st	Lt FD
	for mo Jun 44	

l. Underpayment. When an enlisted man has been underpaid for a period, the amount of such

underpayment will be entered to be included as additional pay on his next pay roll.

Aug 44	Due US \$20 T fr New York City
	to Ft Snelling Minn T/R #7565 28 Feb 44.

m. Transportation. Indebtedness to the Government incurred by an enlisted man for transportation and subsistence used in returning to his unit from unauthorized absence will be entered.

1 Aug 44	Due US \$25 amount pd c	ivil
************	officer for app of thi	B EM
***************************************	while AWOL: you #6236	accte
*************	Lede Fost. Cant FD for	що
***********	Jul 44	

n. Expenses for apprehension and delivery of an absentee. Expenses incurred in the pursuit of an absentee will be entered. The disbursing officer paying the expenses for the apprehension and delivery of an absentee will notify by letter the commanding officer of the post, camp, or station from which the man absented himself and the commanding officer of the post, camp, or station at which the absentee is held, giving all amounts to be charged against him. After the entry has been made on the Service Record, the letter will be indorsed to show that such entry was made and will be returned through channels to the disbursing officer.

6 Jun 4	C1 F deduction reinstated
***************************************	1 Jun 44; monetary alws in
	lieu of qrs payable to 31
	kay 44.

o. Class F Deduction reinstated. When an enlisted man of one of the first three grades who has had a Class F Deduction discontinued because of promotion desires to have such deduction reinstated, an entry will be made showing date of reinstatement and date monetary allowance in lieu of quarters is to be discontinued, if applicable.

p. Monetary allowance in lieu of rations. When an enlisted man is authorized to mess separately from his organization and is due monetary allowance in lieu of rations, entry will be made showing date of commencement and authority with dates.

Due US Contract Laundry
Services \$2.10.
Due US Govt Laundry Services \$1.50.

q. Laundry charges. In the case of an individual transferred from a station before collections are made for laundry service performed by Army Laundries (QMC) or dry-cleaning plants or by contract commercial laundries and dry cleaning establishments, an entry will be made to show the amount due. No charge will be entered for articles not returned from the laundry at time of transfer.

8 Aug 44	F/S in triplicate submitted
	to Marcus G.F. Newman, 2nd
-	Lt FD Ft Lewis, Wash on 17
	Aug 44.

r. Final statement (death). In the case of the death of an enlisted man, when a Final Statement is submitted to the disbursing officer, an entry is required.

19 Aug 44	C1 N Almt \$6.90 per mo
	effective 1 Aug 44; deductions for 2 mos to be entered on
************	Ang/44 P/R.

s. Two or more deductions for National Service Life Insurance. An entry is required when two or more deductions are to be made from the pay of an allotter for the month in which the National Service Life Insurance becomes effective.

15 Sep44	Acknowledge advice of	
	continuence of allotme	
	National Service Life	Insur-
	ance as of 31 Aug 44 b	y reason
*************	of loss of pay due to	
	AR 35-1440 fr 5 Aug 44	
	Aug 44. I do not desi	************
***********	reestablish the allotm	ent.
	De C. Rathburn	
	0	A CANADA CA

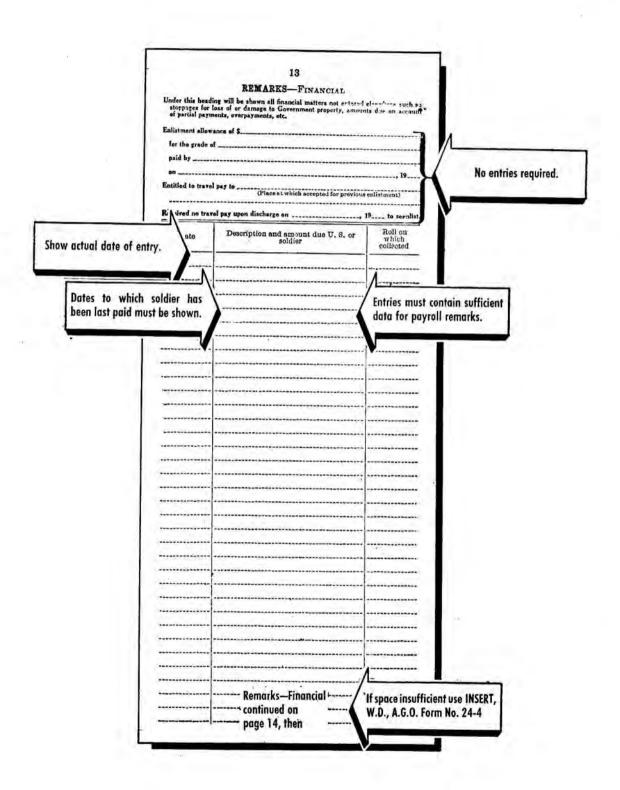
t. Involuntary discontinuance of allotment for life insurance. Whenever allotments for life insurance have been involuntarily discontinued (AWOL, or under conditions stated in AR 35-5520) the insured will be informed as soon as possible of such discontinuance. If he does not desire to reestablish the allotment and/or to reinstate the insurance, an entry to that effect will be made. The entry will be signed by the individual concerned.

Jan 44	Entitled to monetary alws in
	lieu of qrs for dependents,
	being eligible on 1 Nov 43
***************************************	under Act 26 Oct 43, wife Mary
	E. Williams, 721 Dodge St.
**********	Atlanta, Ga and has required
	almt in effect.

u. Eligibility to receive monetary allowance in lieu of quarters. When an enlisted man of one of the first three grades was, on 1 Nov 43, receiving or was eligible to receive monetary allowance in lieu of quarters for dependents, having applied therefor, such fact will be shown.

10			e
	ty, Minn under	105th AW	
\$	3.55 for damage	to private	
p	roperty per app	roved findi	ngs
b	erd of officer	g, Ft Snell	ing
N	nn 1 Aug 44.		

v. Damage to private property. When a deduction is to be made under the provisions of AW 105, an entry will be made.



SECTION XXIX

REMARKS—ADMINISTRATIVE

15
REMARKS - AGMINISTRATIVE
Dale the harder oil to show at administrative motive on those ellephon and not of a viscosite technology (sp). Short manufa, before, supposed to the soil published motives not out both distribute as may be received to softe published required complete.
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- International Control of the Contr
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- Little
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65. GENERAL. Administrative information not shown elsewhere and not of a character authorizing pay is entered under "Remarks—Administrative" on page 15 of the Service Record. The personnel officer who has custody of the Service Record is responsible for making these entries. The use of a rubber stamp in making certain specified entries in this section is authorized. Abbreviations will conform to AR 850–150.

Transferred to the Enlisted Reserve
Corps 15 Dec 43 pursuant to AR 615-500,
and furnished transportation to local
board. This reservist was ordered to
active duty to report to the Reception
Center at Camp Shelby, Miss, on 5 Jan
44 and was furnished transportation
and subsistence for the journey.

ROGAR A. WILLIAMS
lst Lieut AUS

66. EXAMPLES AFFECTING ADMINISTRATIVE ENTRIES. a. Enlisted Reserve Corps. (1) When a man inducted into the service requests and is given the opportunity to go from the induction station to his home to arrange his personal affairs, an appropriate entry, as shown, will be made and signed by the officer who made the entry. (Use of rubber stamp is authorized.)

Reported for active duty at Camp Shelby, Miss, 5 Jan 44 And A. Batton, 2nd lt, WAC

(2) When a reservist reports at the reception center for active duty, another appropriate entry, as shown, will be made and signed by the officer who made the entry. (Use of rubber stamp is authorized.)

I certify that to the best of my knowledge I am in as good physical condition as at the time of my induction.

George Turner

(3) If the reservist does not claim the incurrence of any physical disability when he reports to the reception center, an entry will be made and signed by the enlisted man. (Use of rubber stamp is authorized.)

A physical inspection on 5 Jan 44 indicates that this man is apparently in the same physical condition as at the time of induction on 14 Dec 43.

JOHN C. THOMAS, Lt Col MC

(4) When the reservist reports at the reception center, he is given a careful medical inspection, and if no defect is discovered an entry will be made and signed by the medical officer. (Use of rubber stamp is authorized.)

Application for citizenship filed
8 Feb 43.

b. Citizenship. (1) An entry will be made at the reception center concerning the status of any noncitizen. Desires to apply for citizenship.

(2) Application. (a) A noncitizen who has not filed any papers will be told at the reception center of his right to apply for citizenship. Normally, the application is filed within 30 days of entrance into the Army. An entry will be made showing what the individual's desires are.

Application for citizenship not made

under provision par 19, FOR, 15 May 44.

(b) When a noncitizen who has not applied for naturalization within 30 days is sent to a personnel replacement depot or port of embarkation upon completion of training for shipment to an oversea theater, an entry will be made to the effect that application for citizenship has not been made.

Application for naturalization made on 13 Jun 44. Reason for delay: unable to secure necessary information to accompany application.

(c) When a noncitizen applies for naturalization at a replacement training center after 30 days, an entry will be made to the effect that application has been made, together with the reason for delay.

Issued certificate of naturalization No. 334 126, dated 15 Sep 44, per section 701, Mationality Act of 1940.

(3) Naturalization. (a) When an enlisted man is naturalized an entry will be made showing the facts (date and number of certificate and appropriate reference to section 701 or 702, Nationality Act of 1940). The original of the certificate of naturalization issued will be filed for safekeeping with the enlisted man's Service Record.

I acknowledge receipt of my naturalization certificate.

Thomas C. McGoen, 31 303 465

(b) When the original certificate of naturalization is delivered to the enlisted man upon his honorable separation from service, the entry "I acknowledge receipt of my naturalization certificate" will be made followed by the enlisted man's signature.

Noncitizen ineligible for naturalization.

(4) Ineligibility. (a) When a noncitizen who is ineligible for naturalization is sent to a personnel replacement depot or port of embarkation for shipment to an oversea theater, an entry will be made showing his ineligibility for citizenship.

Noncitizen ineligible for naturalization-does not desire service in Asiatic--Pacific Theater.

(b) If the ineligible noncitizen expresses a desire not to serve in a particular oversea theater, the entry will be made to include such a statement.

Nondeclarant alien was administered the oath of service and obedience for aliens under the provisions of par 13e AR 615-500, in lieu of the oath of allegiance.

c. Oath. (I) When a noncitizen does not declare his intention of obtaining citizenship, and does not desire to take the oath of allegiance, he may be given the oath of service and obedience, and an entry to that effect will be made.

Read the oath of service and obedience for aliens. Upon his refusal to swear thereto, he was informed that his refusal to so swear to the oath did not in any way elter his obligation as to service and obedience to the United States.

(2) Should the noncitizen refuse to take either oath, an entry to that effect will be made.

Amendments to National Service Life
Insurance Act read and explained
8 Feb 44.

d. Life insurance. Amendments to the National Service Life Insurance Act will be read and explained to all enlisted men at the reception center, and an entry will be made showing date.

14 Jul 44; BENEFICIARY-Mary J. Kelsey, wife, 201 Locust St. Buffalo, N.Y.
ALTERNATE BENEFICIARY-Alice C. Kelsey, wother, 9 State St. Oil City, Pa.
NEAREST RELATIVE-Alice C. Kelsey, mother, 9 State St. Oil City, Pa.
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY-Mary J. Kelsey, wife, 201 Locust St. Buffalo, N.Y.

e. Changes in beneficiary, nearest relative, or person to be notified in case of emergency. When a change occurs in designation of beneficiary, name and address of nearest relative or person to be notified in case of emergency and a WD, AGO Form No. 41 is prepared, the incorrect entries recorded on page 2 will be lined out and the correct data entered under "Remarks—Administrative."

Married Patsy Ann Drake, Miami, Fla. on 6 Dec 43.

f. Marital status. Change in marital status and date will be entered.

Fact dependent father allowed 7 Jan 44 Ltr OFD, ODB, vou \$717, accts J.P. Logan, Col FD.

g. Determination of dependency. When a determination of dependency has been made in connection with the payment of monetary allowance under AR 35-4520, an entry will be made showing the date of such determination, the voucher number, the name of the disbursing officer, and the account with which evidence of determination has been filed.

WD MD Form No 78 (Syphilis Register) is a part of this record.

h. Syphilis. (1) When an enlisted man is discovered to have syphilis, the surgeon initiates a medical record on WD, MD Form No. 78 (Syphilis Register), and the existence of such a record will be entered.

WD MD Form No. 78 (Syphilis Register)
forwarded on 17 Jun 44 to The
Surgeon General.

(2) When the register is closed such closure will be entered showing the date the register was forwarded to The Surgeon General.

Considered unfit for oversee asgmt 11 Sep 44-Hernia,

i. Oversea service. (1) When a physical defect is discovered which disqualifies a man for oversea service or which requires special consideration in assignment, an entry with date will be made describing briefly in nontechnical language the physical defect and the limitations on assignment which it creates.

Considered unfit for everses asgut
11 Sep 44 Hernia, 15 Sep 44 CaQ
Physical defect noted above has been
corrected.

(2) Should such a disqualifying defect be corrected, the notation will be lined out, initialed, and dated as being no longer applicable.

Qualified under the provisions of Sec XI. Cir No 340. WD. 1944.

(3) When, under the provisions of Sec XI, Circular No. 340, War Department 1944, an enlisted WAC is considered eligible for assignment to oversea service, an entry to that effect will be made.

j. Record of prescription for spectacles, commercial type, and eyeglass, gas mask MI. In order to facilitate the replacement or repair of lost or broken lenses and spectacle frames of the spectacles, commercial type, and the eyeglass, gas mask MI, a permanent record will be made by entering pertinent data furnished by the surgeon. No entries required if WD, AGO Form No. 8-117 has been prepared and is filed with the Service Record.

(1) Spectacles. The following data will be made a part of such records for the spectacles, commercial

type:

Refraction 1 Jul 44--spectacles not necessary.

(a) When an individual is examined and in the opinion of the prescribing officer, spectacles, commercial type, are not required, entry will be made showing date of examination and stating that spectacles are not necessary for the efficient performance of military duty.

	Right	Left	
Sph	3.25	3.25	
Cy1	+ 1.00	+1.00	
Axis	90	90	
Uncorrected	20/200	20/200	
Corrected Pupillary dist	20/20 ance 6	20/20	
Bridge No. 2	0		
Temple length	4		
Eve size 4	2		
Date ordered			
2 pairs issued	12 Jun 4	4	

(b) If, after examination, it is found that spectacles are necessary, the following entries will be made:

1. Prescription data.

(a) Date and place of refraction.

(b) Visual acuity of each eye and visual acuity, binocular, with and without correction.

(c) Correction required for each eye.

(d) Frame size.

2. Issue data.

 (a) Date spectacles ordered and date spectacles are issued.

(b) Number of pairs of spectacles issued to the individual.

	Right	left
Sph	3,25	3,25
Cyl	+ 1.00	+1.00
Axis	90	90
Uncorrected	20/200	20/200
Corrected	20/20	20/20
Position of e	yeglass C	+
Size gas mask	: Univers	al
Date ordered:	1 Jun 44	
Date issued:	12 Jun 44	

(2) Gas mask M1. The following data will be made a part of such records in the case of the eyeglass:

(a) Prescription data.

1. Correction required for each eye.

Position of eyeglass, gas mask M1.
 Size of the proper fitting mask.

(b) Issue data. Date eyeglass, gas mask M1 ordered and date this item is issued.

Arch supports -- both shoes 12 Jan 44.

k. Shoe adjustments. When minor orthopedic shoe adjustments are made, that fact with date will be entered.

Full upper and full lower dentures inserted 18 Apr 44.

I. Dental work. (1) A brief description of any bridge, denture, or other prosthetic appliance, together with the date of issue, will be entered. No entries required if WD, AGO Form No. 8–117 has been prepared and is filed with the Service Record.

WD MD Form No. 79, Dental Identification Record, is a part of this record.

(2) A complete dental identification record for all flying personnel including airborne troops, is made out by a dental officer on WD, MD Form No. 79, which will be securely attached to the Service Record. An entry showing that fact will be made.

Participated in combat zone Burma 25 Jan 44 to 25 May 44. Received bullet wound right knee 22 Feb 44.

m. Wounds. Participation in action or in battles and wounds and injuries received in service will be entered, including wounds or injuries that do not require hospitalization.

Charge of desertion of 10 Jan 44 removed as having been made erroneously--Ltr 7th Serv C. 20

n. Removal of charge of desertion. When a charge of desertion is removed as having been erroneously made by the authority competent to order

the trial, a copy of the order or communication authorizing the removal of the charge of desertion will, immediately upon receipt at the post, camp, or station at which the enlisted man is serving or is in confinement, be transmitted to the personnel officer for notation on the Service Record as follows: "Charge of desertion of (date) removed as having been erroneously made," citing the number, source, and date of the order or communication authorizing the removal of the charge of desertion. A copy of such order or communication will also be forwarded to The Adjutant General.

Fact of concealment of prior separation with discharge certificate other than honorable waived per let Ind, 2nd Serv C. 2 Jan 43.

o. Dishonorable discharge. (1) When an enlisted man conceals prior separation with discharge other than honorable, decision to retain or discharge him will be based on the record of current service. If the man is retained, an entry will be made.

Honorably restored to duty 12 May 44 Ltr Order, Hq 9th Serv C. 10 May 44.

New S/R prepared.

(2) When a general prisoner who has been dishonorably discharged is honorably restored to duty, a new Service Record will be prepared. However, an entry will be made in both the old and the new Service Records setting forth the fact and the date of honorable restoration to duty with the authority therefor. In the old Service Record there also will be entered the fact that a new Service Record was prepared.

Restored to duty 15 Jan 44 without trial, desertion of 10 Nov 43 admitted. Auth; Ltr Hq 9th Serv C file 201.52, 12 Jan 44.

Restored to duty without trial, desertion admitted.
 When desertion is admitted and the en-

listed man is restored to duty without trial, a copy of the order or communication authorizing the restoration to duty will, upon receipt at the post, camp, or station at which he is serving or is in confinement, be transmitted to the personnel officer for notation on the Service Record as follows: "Restored to duty (date) without trial, desertion of (date) admitted," citing the number, date, and source of the order or communication directing the restoration to duty.

(2) The actual date of restoration to duty is the date of receipt of the order or communication at the post, camp, or station at which the enlisted man is serving or is in confinement, authorizing the restoration to duty without trial unless the date is

fixed in the communication.

Arrested 2 Jun 44 by c auth Pittsburgh, Pa. Charge: larceny 31 May 44; held for trial--acquitted.

q. Civil confinement. When an enlisted man is confined by civil authorities, an entry will be made showing the date of arrest, the nature of the offense for which arrested and the date of commission; whether held for trial, tried, and convicted; and, if convicted, the sentence adjudged.

21 Jun 44 -- sol refused to fire qualification course in arms.

r. Refusal to fire qualification course. When an individual refuses to fire a qualification course in the use of arms the fact and date of such refusal will be shown.

WD AGO Form No 831 (Transcript of Academic Record) is a part of this record and will be given to EM upon separation from the service.

s. Army Specialized Training Program. When an enlisted man is separated from the Army Specialized Training Program, a Transcript of Academic Record (WD, AGO Form No. 831) will be prepared. The original will be kept with the soldier's Service Record and an appropriate entry made as shown. It will be given to the individual upon separation from service.

Attended Basic Course, Administration, Ft Washington, Md 12 Jan 44 to 5 Feb 44; did not graduate--academic deficiency.

t. Service school failure. In the event a man sent to a service school to follow a specialty course fails to graduate, an entry will be made explaining the failure briefly.

Failed Warrant Officer Examination (Adm-Fis) 22 Dec 43.

u. Warrant Officer examination failure. If the enlisted man fails an examination for appointment as a warrant officer, an entry with date to that effect will be made.

Atzd Motor Vehicle Driver and Mechanics Award 10 Aug 44, S0 \$146, Ft Devens, Mass.

v. Badges and ribbons. (1) When an enlisted man serving as a driver or mechanic is awarded a qualification badge, an entry with date will be made.

Atzd Army Air Forces Technician
Badge, SO #157, Randolph Field, Tex
15 Jun 44.

(2) When an Air Corps enlisted man is awarded an Army Air Forces technician's badge, the fact and date will be entered.

Atzd Glider Badge, SO #134, Morrison Field, Fla. 10 Jun 44

(3) When an enlisted man is authorized to wear the glider badge, an entry with date will be made. Qualification Form for Expert Infantryman's Badge is a part of this record.

(4) When an enlisted man is awarded an expert infantryman's badge, the record of his qualification on the form prescribed in Circular No. 322, War Department, 1943, will be included in the Service Record and a notation to that effect will be entered.

Returned to US for disch 10 May 44 under provisions par 11d WD Cir 58, 1944.

w. Return from overseas. (1) If a soldier is returned from overseas for discharge, hospitalization, or rotation, a notation to that effect with date will be entered, including reference to the appropriate subparagraph in Circular No. 58, War Department, 1944.

Atzd to wear Asiatic-Pacific Theater Ribbon.

(5) Eligibility to wear a service ribbon or a battle star will be entered.

Atzd one sv bar--oversea service.

(6) Eligibility to wear oversea bars will be entered showing number of bars.

Soldier favorably considered for Good Conduct Medal at time of transfer 18 May 44.

(7) Upon transfer, a statement with date that the enlisted man was considered "favorably" or "unfavorably" for the Good Conduct Medal or Clasp will be made.

Commended by IG for meritorious service--Ltr WD, IGD file 201.22 16 Nov 43,

(8) When, as the result of an inspection, an enlisted man is commended by an inspector general for meritorious service, an appropriate entry with date will be made. Repairiated PV, not to be asgd outside US (exclusive of Alaska) unless atzd by VD.

(2) When an individual is returned to the United States and the provisions of Circular No. 21, War Department, 1944 apply an appropriate entry will be made.

Religious preference: Baptist.

x. Religious preference. Each inductee is told that he is authorized but not required to state his religious preference by denomination. The term "Protestant" will be used only when the man claims no specific denomination. The word "None" will be used only when the man claims no religious convictions.

Report of Disability for Insurance purposes forwarded to Veterans
Administration, Washington 25, D.C. 27 May 44.

y. Report of Disability for Insurance Purposes. Where applicable, entry with date will be made showing that "Report of Disability for Insurance Purposes" has been forwarded to the Veterans Administration.

Favorable loyalty investigation for position of trust (Record check and 10 interviews) -- 4 Aug 44-Report filed 4th Sv C.

Favorable loyalty check for position of trust--4 Aug 44--Local FBI, ONI, Service Command intelligence and home town police checked--results filed 4th Sv C.

z. Favorable loyalty investigation or check. The extent, results and date of any favorable loyalty investigation or check conducted to determine the suitability of an enlisted man for a position of trust will be entered. The entry will also designate the headquarters of the service command or oversea command in which the report of the investigation or check is filed. The entry to be made must necessarily be in a form which will fulfill the requirements of the particular case, but in general it should conform to the examples shown.

Good Conduct Medal presented 20 Ang
44 at Presidio of San Francisco,
Calif.

Soldier's Medal presented 1 Sep 44 at
London, England.

Legion of Merit presented 15 Sep 44
at Camp Lee, Va.

aa. Presentation of medals and decorations. When an enlisted man is presented with a medal or decoration, which is entered on page 6 under "Medals, Decorations, and Citations," the actual date and place of presentation will be entered under "Remarks—Administrative."

Copy of enlisted record from WD AGO
Form No. 55 forwarded to the
Adjutant General of the State of
Colorado on 25 Sep 44.

Karl B. Dearborn, Maj AGD, Separation
Center, Ft Dix, N.J.

ab. Discharge of National Guardsman. When an enlisted man, whose basic status in current period

of service is National Guard, is discharged from the service and an extract of his enlisted record from the back of the discharge certificate, WD, AGO Forms Nos. 55, 56, or 57, is forwarded to the djutant general of the State from which he was inducted into active Federal service, an entry under "Remarks—Administrative" will be made. This entry will indicate the form number of the discharge from which extracted, the State to which forwarded, and the date of forwarding. The entry will be signed by the officer responsible for administrative procedures in connection with the discharge of the enlisted man.

SECTION XXX

INDORSEMENTS

	NDOMESKETTS
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-	/Name
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5. W. P. S. F. F.	
Year adding properties	

67. GENERAL. Indorsements, which are found on pages 16 through 22 of the Service Record, will be

filled out in the following instances:

a. Transfer, except transfer from one company or detachment to another company or detachment within the same battalion or regiment when the Service Record remains in the same Personnel Section, When the soldier is undergoing basic training at a replacement training center, indorsements need not be prepared for transfer from one unit to another. (See sec. XVI.)

b. Change of station except as a member of an organization changing station.

c. On leaving for or returning from the United States on furlough from an oversea station,

- d. In cases of unauthorized absence when dropped from the records under the provisions of AR 615-300.
- e. When an enlisted man is transferred as a casual to foreign service, the Service Record will be forwarded by indorsement to the commanding officer of the port of embarkation to which the soldier is directed to report.

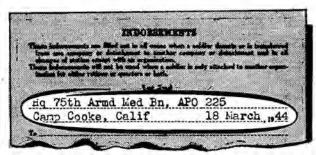
f. When a soldier is sentenced to be dishonorably discharged, execution suspended, the Service Record will be forwarded by indorsement to the officer in charge of the place of confinement.

g. The Service Record will be forwarded by the organization commander by indorsement to The Adjutant General 30 days after an enlisted person has been reported missing, missing in action, captured, or interned, or as soon after the expiration of 30 days as the exigencies of the situation permit.

h. When military personnel are returned to the United States for hospitalization, oversea commanders will indorse the Service Record as follows:

"To Commanding Officer, United States Army Hospital.

Soldier transferred to the United States for hospitalization (by ship) by airplane."



68. DETAILS OF ENTRIES. a. Heading. The first two blank lines of the indorsement will contain the name and location of the unit exercising administrative control over the company or detachment, to which the enlisted man is at present assigned or attached, and the date.



Enter here the comb. To mander of the organization to which the enlisted man is being transferred.



c. This soldier was transferred to The normal entry after this heading will be "Your Command." The exceptions to this entry are as follows:



(1) When an enlisted man is absent without authority and is dropped from the records under the provisions of AR 615-300, the words "was transferred to" will be lined out and "AWOL" will be substituted. The actual date of AWOL as shown by the morning report and the actual place of AWOL will be stated in the following manner: "AWOL (date) at (place)."



(2) When a deserter or absentee while awaiting trial escapes from confinement, the heading, "This soldier was transferred to," will be lined out and "Escaped from confinement (date) at (place) while awaiting trial" will be substituted. (See AR 615-300.)



d. Per. Enter the authority for the transfer, for example, a Special Order, showing number, issuing headquarters, and date. No entry is made here for a soldier absent without authority.



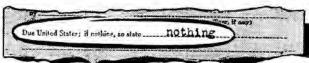


f. He was last paid to include

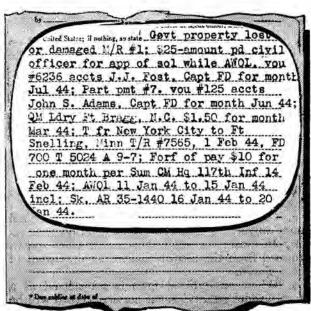
Enter the date to which the enlisted man's accounts were last stated in full on a regular or supplemental pay roll. (Do not enter date of partial payments.)



g. By ______. Enter the name and grade of disbursing officer if any.



h. Due United States; if nothing, so state. Enter all current indebtedness of the soldier to the United States as indicated under "Remarks—Financial" and elsewhere in the Service Record at the time of his change of status. This will include—

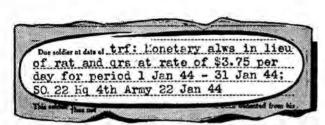


 Loss of or damage to Government property or supplies.

- (2) Expenses paid for arrest and return to military control of an absentec.
 - (3) Partial payments, over-payments.
- (4) Amounts due post exchange, post laundry, post tailor, or company fund.
 - (5) Transportation and subsistence.
- (6) Detained or forfeited pay under sentence of a court-martial.
- (7) Indebtedness on account of absence without leave, or absence from duty because of disease resulting from the enlisted man's own intemperate use of drugs, alcoholic liquor, or through disease or injury the result of his own misconduct. The pertinent procurement authority, if any, will always be stated.

		llotment ?		
Class	Amount	Deducted	Deducted	Through
В				
D				***************************************
E	10	.00	28 Feb	44
F				•
N	6.	90	28 Feb	14

(8) The class, amount, and date through which the last deduction was made for each allotment and/or deduction will be entered on the last eight lines as indicated.



Monetary allowance in lieu of quarters and subsistence, giving inclusive dates for which monetary allowance has not been paid.







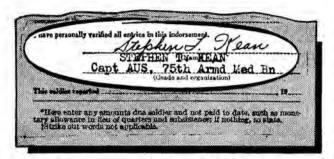


m. Efficiency rating as soldier

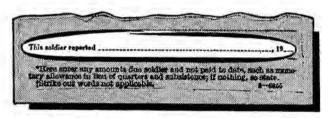
The enlisted man's efficiency rating will be obtained from his company commander and entered in the Service Record by the personnel officer. The entry will be one of the following:

Superior, excellent, satisfactory, unsatisfactory, inferior, or unknown. In addition, the statement "Very satisfactory for Air Corps promotions" may

be used for enlisted men of the Army Air Forces. At installations where clearance or similar forms are used, the character and efficiency rating may be entered on such forms and initialed by the enlisted man's commanding officer. The personnel officer concerned will transcribe such entry from the form to the Service Record.



n. I have personally verified all entries in this indorsement. On the first line will be entered the signature of the personnel officer. On the second line will be typed or printed his name, grade, and organization.



o. This soldier reported, 19......, 19.......

p. Procedure under specific conditions. In cases of unauthorized absence when dropped from the records under the provisions of AR 615-300, or sentence to dishonorable discharge, execution suspended, the accounts will be stated on the next blank indorsement. Whenever the accounts of an enlisted man are stated on a supplemental pay roll, that fact will be set forth, with the date, name, and station of the disbursing officer to whom the pay roll is submitted.

(1) In case of conviction of desertion and sentence to dishonorable discharge, if WD, AGO Form No. 27 (Statement of Accounts), giving the unsatisfied indebtedness, if any, at date of desertion, is not attached to the Service Record, request therefor will be made upon The Adjutant General and preparation of the pay roll delayed pending receipt of same, or information that supplemental (desertion) pay roll was not paid. If such pay roll has not been paid, the accounts at date of desertion will be repeated, followed by a complete statement

of accounts between date of return to military con-

trol and date of approval of sentence.

(2) In case of conviction of desertion and sentence to dishonorable discharge, if WD, AGO Form No. 27, giving the unsatisfied indebtedness, if any, at date of desertion, is attached to the Service Record, the unsatisfied indebtedness at date of desertion will be stated, followed by a complete statement of accounts between date of return to military control and date of approval of sentence.

(3) When an enlisted man is apprehended while serving in a fraudulent enlistment and is dropped from the records in that enlistment, the record of indebtedness at date of apprehension will be transferred to the Service Record pertaining to his valid

enlistment.

q. WD, AGO Form No. 27. Upon receipt of WD, AGO Form No. 27, at the post, camp, or station at which the enlisted man is serving or is in confinement, it (the original, not a copy) will be attached to the Service Record as a part thereof.

These indorsements are fill frem one company or do changes of station except. These indorsements will not ination for either rations o	INDORSEMENTS dout in all cases when a soldier deserts or is transferred tachment to another company or detachment and in all with an organization, and copon transfer to inactive status, be used when a soldier is only attached to another organization or both.	
Enter designation of unit or or-	1st Ind.	
ganization preparing the in-		/
dorsement.		Delete the words "transferred
То		to" when necessary and sub-
This soldier was transferred	lo	stitute appropriáte term.
*Def		
He was last paid to include		
(Name and	grade of finance officer or agent officer, if any)	
Due United States; if nothir	g, co state	

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Enter allotment and/or deduc-	***************************************	
tion status.		
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"Due soldier at date of		

Accession to the second	***************************************	
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This soldier that not a Ci	sse E allotment running which has been deducted from	/
his pay to include		Delete these statements.
This soldier has authorize	d a Class D deduction for Government insurance which	Delete mese statements.
bas been deducted from	his pay to include, I9	1
Ratings are given by soldier's \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		
commanding officer. Efficiency rating as soldier		This signifies that ALL entries
I have personally verified a	Il entries in this indorsement.	have been verified including
· · · · · · · · · · · · · · · · · · ·	(Name)	character and efficiency rat-
		ings.
	(Grade and organization)	mga
No entry required.	, 19	V
	nits due soldier and not paid to date, such as mone-	Y
tery allowance in lieu o	onts due soldier and not paid to deto, such as mone- f quarters and subsistence; if nothing, so shato, applicable, 15—25250-2	
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SECTION XXXI

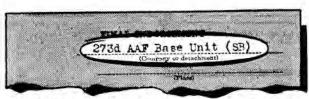
FINAL INDORSEMENT

(See note on page 76)

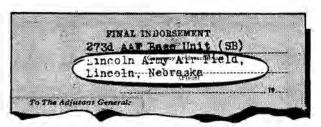
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69. GENERAL a. When filled out. The final indorsement will be filled out only in the case of an enlisted man's discharge, release from active Federal service, death, retirement, return from active duty to inactive status on the retired list, or when for any reason he is dropped from the records.

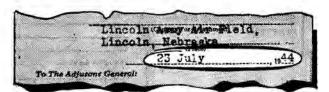
b. When not filled out. Under no circumstances will a final indorsement be filled out in the case of an enlisted man AWOL or in desertion.



70. DETAILS OF ENTRIES. a. Company or detachment. Enter the name of the company or unit with which the enlisted man is serving or to which he is attached.



b. Place. Enter the location of the organization mentioned above,



c. Date. Enter the date the final indorsement was prepared.



d. Last name, first name, middle initial, and Army serial No. Enter the last and first names, middle initial, and Army serial number of the enlisted man.



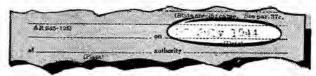
e. Grade. Enter the grade held by the soldier at the time of his separation from the service.



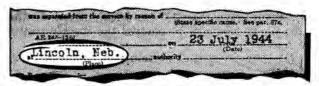
f. Organization. Enter the designation of the last permanent organization to which the enlisted man belonged prior to the time of his discharge. A casual company will not be shown.



- g. Was separated from the service by reason of. Enter here the specific cause for the soldier's separation, such as—
- Honorable discharge, per expiration of term of service.
- (2) Honorable discharge on certificate of disability for discharge.
- (3) Honorable discharge for the convenience of the Government on account of short remaining term, to enter the United States Soldiers' Home, to reenlist, or for other authorized purposes (specify).
- (4) Honorable discharge on account of dependent relatives.
- (5) Honorable discharge by purchase. State whether or not any portion of the purchase price was remitted.
- (6) Honorable discharge on account of minority, under paragraph 31a or b, AR 615–360, as the case may be.
- (7) Discharged not honorably on account of fraudulent enlistment. Nature of fraud involved to be shown.
- (8) Discharged not honorably by reason of conviction by a civil court.
- (9) Discharged not honorably on account of desertion and conviction by a civil court.
- (10) Discharged not honorably on account of desertion and physical unfitness for service, desertion admitted.
- (11) Discharged not honorably on account of desertion and physical unfitness, desertion not admitted.
- (12) Discharged not honorably by reason of desertion, trial barred by 39th Article of War.
- (13) Discharged not honorably on account of habits and traits of character.
- (13) Honorable discharge or discharge not honorably (as the case may be) on account of inaptness.
 - (15) Dishonorably discharged.
 - (16) Retirement.
 - (17) Death.
 - (18) Dropped (showing details).
- (19) Transferred to Enlisted Reserve Corps, key industry (AR 615-363).
- (20) Released from active service, key industry (AR 615-363).

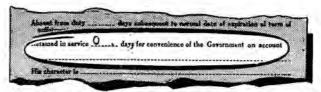


h. On ______. Enter the date the enlisted man was separated from the service.

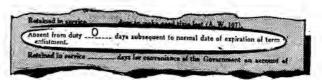


i. At ______, Enter actual place of separation.

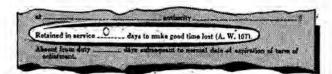




k. Retained in service days to make good time lost (A.W. 107). Enter the actual number of days the soldier was retained in the service to make good time lost under the 107th Article of War. (If none, the figure "0" will be entered.)



I. Absent from duty ______ days subsequent to normal date of expiration of term of enlistment. Enter the actual number of days the soldier was absent from duty subsequent to the normal date of expiration of term of service. (If none, the figure "0" will be entered.)



in service for the actual number of days retained in service for the convenience of the Government for any reason other than that shown in k and I above. (If none, the figure "0" will be entered.) If a figure other than "0" has been entered, on the next blank line will be entered the specific reason such as—

(1) "Awaiting trial or result of trial, acquitted of charge."

(2) "Hospitalized."





o. Efficiency rating as soldier ______. Enter the enlisted man's efficiency rating. If unknown so state.



p. *Final Statement furnished. *Paid on final pay roll. Strike out words not applicable.



q. *Discharge certificate furnished, WD, AGO Form No. 55, 56, 57. Strike out figures not applicable. For kind of discharge certificate furnished, see AR 345-470. If a Certificate of Service (WD, AGO Form No. 280) is given the soldier in lieu of a discharge certificate, this fact will be entered in the Final Indorsement.



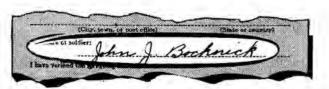
r. Due United States; if nothing, so state. Enter all money due the United States by the enlisted man at the time of his separation from the service which was not collected at time of separation. If nothing, state "Nothing,"



s. Due soldier at date of
Enter the word "Separation" and follow this with
entries showing all amounts due soldier and not
paid at time of separation, such as monetary allowance in lieu of quarters and subsistence. If no
amounts are due the soldier enter the word
"Nothing."

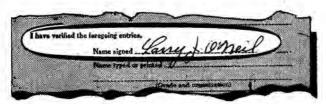


t. Address furnished for future references. Enter the address the soldier has given for future references.

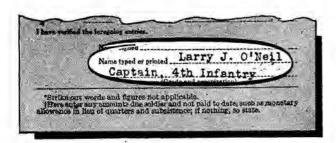


u. Receipt of Discharge Certificate is acknowledged. Signature of soldier. The enlisted man will sign his name in this space. He will be informed at this

time that he may if he so desires apply in writing to The Adjutant General for a statement of his medical record, stating the purpose for which it is to be used. Any carbon copy of his physical record upon entrance into service, found with his service record and which may have been held pending discharge, will be given to the enlisted man.



v. I have verified the foregoing entries. (1) Name signed. In this space the personnel officer responsible for the entries will sign his name.



- (2) Name typed or printed. Enter name, grade, and organization of officer signing on preceding line.
- w. Additional entry. When the Final Indorsement is prepared covering cases listed in paragraph 70g (19) and (20), an entry will be made to show place of residence as designated by the enlisted man.
- 71. DESERTION AND FRAUDULENT ENLISTMENT; STATUTE OF LIMITATIONS NOT APPLICABLE. a. An enlisted man discovered to be serving in a fraudulent enlistment by reason of concealment of desertion from unterminated enlistment or enlistments to which the statute of limitation is not applicable and whose trial for desertion is not barred by the 39th Article of War will, unless otherwise directed by the War Department, be separated from service or be held to service under his first unterminated enlistment as of the name and date of enlistment under which he served therein, and his name will be dropped from the records of all subsequent unterminated enlistments. If brought to trial for his desertion or desertions and his fraudulent enlistment or enlistments, such trial will be

under the name used in his first unterminated enlistment with his other names as aliases, and any sentence adjudged will be executed under the name used in such first unterminated enlistment. The Service Record for the enlistment thus terminated will be closed by final indorsement entering the appropriate remark in the space or spaces provided and in the manner indicated in the following examples:

- (2) Discharged by reason of desertion not admitted and physical unfitness. (a) Service Record for first unterminated enlistment—"Discharged by reason of desertion not admitted and physical unfitness, per instructions, War Dept., dated
- (b) Service Records for fraudulent enlistments
 —"Dropped. Discharged under the name of, as of the first
 unterminated enlistment of,
 by reason of desertion not admitted and physical
 unfitness, per instructions, War Dept., dated
- (4) Tried by court-martial and not separated from service as the result of sentence thereof. Service Records for fraudulent enlistments—"Dropped. Held to service under the name......., as of the first unterminated enlistment of"
- (5) When tried by court-martial and separated from service as the result of sentence thereof. (Sentence to dishonorable discharge not suspended.)
- (a) Service Record for first unterminated enlistment—"Dishonorably discharged, G. C. M. O. No. Hq.

(6) When tried by court-martial and sentenced to dishonorable discharge. (Sentence to dishonorable discharge suspended.)

(a) Service Records for fraudulent enlistments— "Dropped. Sentenced to dishonorable discharge under the name, G. C. M. O. No., Hq. Service Command,

- (b) In such cases the final indorsement of the Service Record for the first unterminated enlistment will not be accomplished until the dishonorable discharge is consummated. However, the Service Record for the fraudulent enlistment will be closed immediately subsequent to the receipt of the order promulgating sentence.
- (7) Insane or mentally defective, charge of desertion having been removed from first unterminated enlistment, and discharged on WD, AGO Form No. 40 (Certificate of Disability for Discharge). (a) Service Record for first unterminated enlistment—"Discharged on WD, AGO Form No. 40."
- (b) Service Records for fraudulent enlistments-"Discharged on WD, AGO Form No. 40 under the name, from first unterminated enlistment of"
- b. An enlisted man serving in a fraudulent enlistment who has one or more desertions from unterminated enlistments, reverts to the first unterminated enlistment from date of surrender or from date of receipt, at the place where he is held, of the notification from the War Department of his identity, and his accounts will be adjusted accordingly.
- Note. At those installations where the procedures pre-Note. At those installations where the procedures prescribed in "Draft of Tentative Procedures Discharge and Release from Active Duty," Hq., ASF, 15 Mar 1944, are in operation, the procedure prescribed herein for completion of final indorsement will not apply. When the procedures in "Drafts of Tentative Procedures Discharge and Release from "Active Date", Hg. ASF 15 Mer 1944. Active Duty," Hq., ASF, 15 Mar 1944, are generally adopted. the instructions relating to entries in the Service Record relative to the preparation of final indorsements will be published as a part of this manual,

147	4.	
	23	W.
	FINAL INDORSEMENT	
N.	(Company or detachment)	
\	(Place)	
ter this data exactly as		
own on cover of Service	To The Adjutant General:	/
cord.	(Last name) (First name) (Middle initial) (Army serial No.)	Cause of separation must be
	(Grade) (Organization)	clearly and fully stated.
	was separated from the service by reason of(State specific cause. See par. 37c,	clearly and lony stated.
	AR 345-125)	
	(Date)	
4	(Place)	
	Retained in service days to make good time lost (A. W. 107). Absent from duty days subsequent to normal date of expiration of term of	
	enlistment.	
	Retained in service days for convenience of the Government on account af	1
À		These ratings are furnished by
/\	His character is	soldier's company commander
e out words and figures not		
licable.	*Final atatement furnished. *Paid so final pay reft. *Discharge certificate furnished, W. D., A. G. O. Form No. 55, 56, 57.	V
	Due United States; if nothing, so state	
-	***************************************	

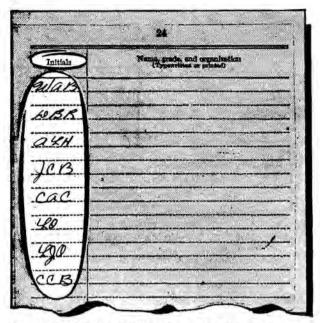
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nter only those amounts not		
aid to soldier at time of sep-		
ration.	†Doe seldier at date of	
		N'
	Address furnished for Juture references: (Number and attrect or rural route)	
	(City, town, or post office) (State or country) Receipt of Discharge Certificate is acknowledged.	A
	Signature of Soldier:	/-
	I have verified the laregoing entries.	Signature signifies that ALL en-
	Name signed	tries have been verified.
	Name typed or printed	
	Control of the contro	Vi
	(Grade and organization)	. 74

SECTION XXXII

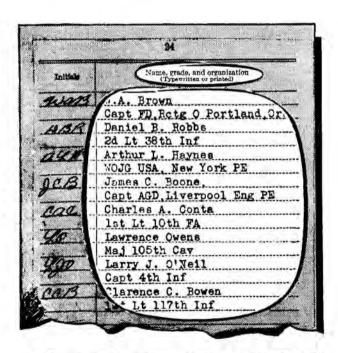
PAGE 24 OF SERVICE RECORD



72. GENERAL. Whenever an officer authenticates any entry by his initials for the first time, he will, for the purpose of identification, record his initials and his full name, grade, and organization on this page.



73. DETAILS OF ENTRIES. a. Initials. Enter initials in this column.



b. Name, grade, and organization. Enter the full name, grade, and organization of the officer.

-		
		24
	Initials	Name, grade, and organization (Typewritten or printed)
Authenticated initials of officer making entries for first time must be entered here.	\	
must be entered here.		
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SECTION XXXIII

TRANSFER AND FINAL DISPOSITION OF SERVICE RECORD AND ALLIED PAPERS

74. HOW FORWARDED. a. Personal delivery. Records Jacket, WD, AGO Form No. 201 (AR 345–15) has been designed to serve as a utility working file for the records of officers and enlisted personnel and as an efficient medium for transporting the Service Record and allied papers. When enlisted personnel are—

(1) Traveling in a detachment, the Service Record and allied papers inclosed in the Records Jacket will be placed in an envelope or other container, sealed, addressed to the commanding officer of the new station, and entrusted to the detachment commander for delivery except as indicated in (3)

below.

(2) Traveling alone, the Service Record and allied papers inclosed in the Records Jacket will be placed in an envelope, sealed, and addressed to the commanding officer of the organization to which the soldier is to report and entrusted to him for de-

livery.

(3) Leaving or returning to the United States by air either alone or in a detachment, the Service Record and allied papers inclosed in the Records Jacket will be placed in an envelope, sealed, and addressed to the commanding officer of the organization to which the soldier is to report and

entrusted to him for delivery.

b. Mail delivery. The Service Record will be forwarded by mail only under exceptional circumstances. Under exceptional circumstances when it is found necessary to forward Service Records to the port of embarkation by mail, the envelope containing the Records Jacket will be addressed to the commanding officer of the proper staging area, or to the commander of the port, if the staging area involved is not known. In any event the Service Records will not be mailed to unit commanders at ports using coded Army Post Office numbers.

c. Exception. In the event an enlisted man is separated from his Service Record and allied papers the most expeditious means will be used in forward-

ing them to the proper destination.

75. DISPOSITION. a. Forwarded to The Adjutant General. (1) Discharged other than dishonorably. The Service Records will be forwarded to The Adjutant General accompanied by—

(a) In all cases—

WD, AGO Form No. —
53 (Report of Separation)
100 (Army Separation Qualification
Record)

(b) In applicable cases— WD, AGO Form No.-

20 (Soldier's Qualification Card) 30-S (Allotment Discontinuance)

37 (Report of Proceedings of Board of Officers)

38 (Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement)

40 (Certificate of disability for Dis-

charge)

Certificate and related papers evidencing minority

Correspondence supporting requests for discharge

Copy of letter transmitting records to the Veterans Administration facility

(2) Dishonorably discharged without confinement. The Service Record will be forwarded to The Adjutant General accompanied by—

(a) In all cases—

WD, AGO Form No .-

38 (Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement)

53 (Report of Separation)

(b) In applicable cases— WD, AGO Form No.—

*30-S (Allotment Discontinuance)

(3) Dishonorably discharged after execution of sentence. The Service Record will be forwarded to The Adjutant General with those records enumerated in (2) above.

(a) In all cases-

WD, AGO Form No .-

38 (Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement)

53 (Report of Separation)

(b) In applicable cases— WD,AGO Form No.—

*30-S (Allotment Discontinuance)

(4) Absent without authority. When an enlisted man is dropped from the rolls of his organization as AWOL, the Service Record will be forwarded to The Adjutant General by the next blank indorsement accompanied by—

(a) In all cases—

WD, AGO Form No.—

20 (Soldier's Qualification Card)

32 (Individual Clothing and Equipment Record)

44 (Certified Extract Copy of Morning Report)

45 (Descriptive List of Absentee Wanted by the United States Army)

WD, MD Form No .-

81 (Immunization Register) or WD, AGO Form No. 8-117 (Immunization Register).

Evidence Bearing on the Case (AWOL).

 For disposition of other allowance and allotment forms see paragraph 76g. (b) In applicable cases-

WD, AGO Form No .-29 (Authorization for Allotment of Pay) 29-6 (Authorization of Class B Allotment for Purchase of War Savings Bonds)

30 (Notification of Discontinuance of Allotment)

33 (Individual Equipment Record)

625 (Application for Dependency Benefits)

640 (Notification of Change - Family Allowances)

641 (Report of Change of Status and Address)

WD, MD Form No .-

78 (Syphilis Register)

79 (Dental Identification Record)

Certificate of Naturalization

Other legal documents maintained for the convenience of the enlisted man.

(5) Missing, missing in action, captured, or interned. Thirty days after an enlisted man is reported missing, missing in action, captured, or interned, his Service Record will be forwarded to The Adjutant General by the next blank indorsement accompanied by-

(a) In all cases-

WD, AGO Form No .-

20 (Soldier's Qualification Card)

32 (Individual Clothing and Equipment Record)

WD, MD Form No .-

81 (Immunization Register) or WD, AGO Form No. 8-117 (Immunization Register)

(b) In applicable cases—

WD, AGO Form No .-29 (Authorization for Allotment of Pay)

29-6 (Authorization of Class B Allotment for purchase of War Savings Bonds)

30 (Notification of Discontinuance of Allotment)

33 (Individual Equipment Record)

625 (Application for Dependency Bene-

640 (Notification of Change - Family Allowances)

641 (Report of Change of Status and Address)

WD, MD Form No.

78 (Syphilis Register)

79 (Dental Identification Record)

Certificate of Naturalization

Other legal documents maintained for the convenience of the enlisted man

(6) Death. Upon death, or when report of death occurs during the 30 day period indicated in

 For disposition of other allowance and allotment forms see paragraph 76g.

(5) above, the Service Record will be forwarded to The Adjutant General by final indorsement accompanied by-

(a) In all cases-

WD, AGO Form No .-

54 (Inventory of Effects)

(b) In applicable cases— WD, AGO Form No .-

*30-S (Allotment Discontinuance)

Certificate of Naturalization

Other legal documents maintained for the convenience of the enlisted man

(7) Retired. The Service Record will be forwarded by final indorsement to The Adjutant General accompanied by-

(a) In all cases-

WD, AGO Form No .-

38 (Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement)

50 (Record of Payment of Retired Enlisted Man)

100 (Army Separation Qualification Record)

280 (Copy of Certificate of Service)

Standard Form No .-1099 (Signature Card)

(b) In applicable cases—

WD, AGO Form No .-

*30-S (Allotment Discontinuance)

(8) Transferred to enlisted reserve corps (release from active federal service). The Service Record will be forwarded to The Adjutant General by the final indorsement accompanied by-

In all cases-

WD, AGO Form No .-

38 (Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement)

53 (Report of Separation)

100 (Army Separation Qualification Rec-

280 (Copy of Certificate of Service)

(b) In applicable cases— WD, AGO Form No .-

*30-S (Allotment Discontinuance)

b. To the first station. When an enlisted man is sent from the reception center or replacement training center to a camp or station for assignment, the Service Record and the following allied papers will accompany him:

(1) In all cases—

WD, AGO Form No .-

20 (Soldier's Qualification Card) 28 (Soldier's Individual Pay Record (carried by enlisted man))

32 (Individual Clothing and Equipment Record)

WD, MD Form No .-

81 (Immunization Register) or WD, AGO Form No. 8-117 (Immunization Register)

75

(2) In applicable cases-

WD, AGO Form No.—
29 (Authorization for Allotment of Pay)
29-6 (Authorization of Class B Allotment for Purchase of War Savings Bonds)

30 (Notification of Discontinuance of Allotment)

625 (Application for Dependency Benefits)

640 (Notification of Change — Family Allowances)

641 (Report of Change of Status and Address)

WD, MD Form No.—

78 (Syphilis Register)79 (Dental Identification Record)

Certificate of Naturalization

Other legal documents maintained for the convenience of the enlisted man

- c. Transfer or detached service. When an enlisted man is transferred or placed on detached service, his Service Record will be forwarded to the new organization accompanied by those records enumerated in b (1) and (2) above.
- d. Sentenced to dishonorable discharge the execution thereof suspended. The Service Record will be forwarded by the next blank indorsement to the officer charged with keeping the records of general prisoners at the place where the prisoner is to be confined, accompanied by:

(1) In all cases-

WD, AGO Form No .-

20 (Soldier's Qualification Card)

28 (Soldier's Individual Pay Record) 32 (Individual Clothing and Equipment

Record)

WD, MD Form No .-

81 (Immunization Register) or WD, AGO Form No. 8-117 (Immunization Register)

(2) In applicable cases-

WD, AGO Form No .-

29 (Authorization for Allotment of Pay) 29-6 (Authorization of Class B Allotment for Purchase of War Savings Bonds)

30 (Notification of Discontinuance of Allotment)

33 (Individual Equipment Record)

625 (Application for Dependency Benefits)

640 (Notification of Change — Family Allowances)

641 (Report of Change of Status and Address)

WD, MD Form No.—

78 (Syphilis Register)

79 (Dental Identification Register)

76. DISPOSAL OF ADDITIONAL ALLIED RECORDS.

a. Individual Clothing Records... Individual clothing records will accompany the Service Record and

records will accompany the Service Record and allied papers to The Adjutant General only when men are dropped as AWOL, missing, missing in action, captured or interned. In cases of death, discharge, retirement or release from active federal service the individual clothing record will be destroyed.

b. Individual Pay Record. (1) Death prior to return to home station. If an enlisted man is deceased prior to return to his home station, the personnel officer will forward the Soldier's Individual Pay Record to the personnel officer having custody

of the enlisted man's Service Record.

(2) Final action on discharge, death, retirement or release from active duty. Upon discharge, death, retirement, or release from active duty, WD, AGO Form No. 28 (Soldier's Individual Pay Record) will not be forwarded to The Adjutant General. After entries in the pay record have been checked with those in the Service Record, the pay record will be destroyed.

c. Dental Identification Record. This record (WD, MD Form No. 79) always will be forwarded with the Service Record of all flying personnel including airborne troops. The Dental Identification Record will accompany the Service Record to The Adjutant General only in case of men absent without authority or missing, missing in action, captured or interned. In all other cases the record will be destroyed at the time and place of separation.

d. Immunization Register. The Immunization Register (WD, MD Form No. 81 or WD, AGO Form No. 8-117) will accompany the Service Record and allied papers to The Adjutant General only when men are dropped AWOL, missing, missing in action, captured or interned. In cases of death, discharge, retirement or release from active federal service the Immunization Register will be destroyed.

e. Certificate of Naturalization. The original of the Certificate of Naturalization issued to the enlisted man will be filed with his Service Record until he is honorably separated from the service at which time it will be returned to him. In the event of death, AWOL, missing, missing in action, captured or interned the Certificate of Naturalization should accompany the Service Record to The Adjutant General.

f. Soldier's Qualification Card. Soldier's Qualification Card will not be forwarded to The Adjutant General except as indicated in (3) below. The disposition of WD, AGO Form No. 20 will be as follows:

(1) For each man transferred to or remaining assigned to the Enlisted Reserve Corps or Regular Army Reserve the Soldier's Qualification Card will be forwarded to the commanding general of the service command in which is located the place of residence designated by the enlisted man upon his release from active duty.

(2) For each man discharged on Certificate of

Disability for Discharge the Soldier's Qualification Card will be forwarded to the appropriate Veterans' Administration facility or area office. (See AR 615-361.)

(3) For each man missing, missing in action, captured, interned, AWOL, or discharged to accept commission, the Soldier's Qualification Card will be

forwarded to The Adjutant General.

(4) For each man deceased the Soldier's Qualification Card will be destroyed at the time the Service Record is forwarded to The Adjutant General.

(5) For all other men released from active duty the Soldier's Qualification Card will be forwarded to the State Director of Selective Service having jurisdiction over the discharged man. (See AR 615-360.)

g. Forms pertaining to allowances and allotments. Provided a check against the Service Record reveals that all data pertaining to allowances and allotments have been recorded therein, all allowance and allotment forms except WD, AGO Form No. 30-S may be destroyed. In the event entries are missing, the forms containing the missing data will accompany the Service Record.

SECTION XXXIV

TEMPORARY SERVICE RECORD AND PROCEDURE RELATING TO A LOST SERVICE RECORD

The primary pur-77. GENERAL, a. Purpose. pose of a temporary Service Record is to insure that an enlisted person's records are maintained in an accurate and current condition, and to facilitate pay, especially under emergency conditions.

b. When used. The temporary Service Record

will be used when-

(1) An enlisted person is transferred, assigned to, or attached to a company or detachment and his Service Record has not been received from his previous company or detachment commander, and payment is desired, either in full or partial payment as authorized under the provisions of AR 345-155.

(2) The original record is delayed in transit from one station to another, or when it is lost.

(3) When an enlisted person has been missing, missing in action, captured or interned and was returned to a duty status and his original record had been forwarded to The Adjutant General.

c. Source of information. Information for the preparation of the temporary Service Record may be obtained from any available source and every

effort will be made to make it as complete as possible. Sources of information include the soldier's individual pay record, an affidavit from the soldier concerned, and information on record from his previous organization. The extract from the soldier's Service Record from his previous organization will give considerable information. A Service Record prepared in this manner will be marked "Temporary" on the cover.

d. Tracing original record. When a Service Record has not been received within a reasonable length of time, every effort will be made to locate it. If the original record is lost a report setting forth the circumstances attending the loss will be made to The Adjutant General. The Adjutant General will initiate a new record and transmit it to the commanding officer of the station at which the soldier was enlisted or to which he was forwarded upon induction into the service. The new Service Record will then be forwarded in turn to the commanding officer of the various commands with which the soldier has served during his current enlistment. Each commanding officer will make appropriate entries

in the new record.

e. Procedure when man missing, missing in action, captured, or interned, returns to duty status. When an enlisted man has been missing, missing in action, captured or interned, and is returned to a duty status to be retained within the theater of operations, a request will be made to The Adjutant General for his original Service Record. If the enlisted man is returned to the United States with a temporary Service Record, the commanding officer of the unit to which the enlisted man is assigned after his return, will request the original Service Record from The Adjutant General.

f. Completing the record. When the original Service Record or a new one is received, the entries for the intervening period will be transcribed from the temporary record to the original or new record. All entries will be carefully checked and any necessary adjustments made, after which the temporary

Service Record will be destroyed.

SECTION XXXV

EXTRACT FROM SERVICE RECORD*

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78. WHEN PREPARED. Each personnel officer forwarding the Service Record in case of AWOL when dropped from the records under the provision of AR 615-300, transfer, individual change of station, etc., will prepare an extract therefrom on WD, AGO Form No. 25 immediately subsequent to the time the necessary indorsement on the Service Record is prepared. The extract need not be prepared at reception centers on transfer or change of station nor at replacement training centers on transfer within units at the same replacement training center pending classification and final assignment where no material change in the man's status has occurred.

79. MATTER TO BE ENTERED. All extracts will be prepared to show a complete statement of accounts at date of AWOL, transfer, discharge, retirement, death, or upon being dropped from the records, including charges for transportation, subsistence, payment of expenses for apprehension and delivery, amounts due for overpayments, partial payments, underpayments, remarks relative to insurance and allotment, organization from which discharged, and

all other data required to make the extract complete. This extract will be filed with the records of the unit.

80. DUPLICATE COPIES. When an enlisted man is detached from his company or detachment at time of transfer to another organization, AWOL, discharge, retirement, death, or upon being dropped from the records, the extract from the Service Record will be prepared in duplicate and a copy thereof forwarded without delay to the commanding officer of the company or detachment to which the enlisted man belonged.

* Note. At those installations where the procedures prescribed in "Draft of Tentative Procedures Discharge and Release from Active Duty," Hq., ASF, 15 Mar 1944, are in operation, the procedure prescribed herein for completion of Extract from Service Record on Separations will not apply.